

Military Sealift Command Civilian Mariner Handbook



Take Command of Your Career®

MSC

05/2006



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1. The Making of MSC

During World War II, four separate government agencies controlled sea transportation. In 1949, the Military Sea Transportation Service, renamed Military Sealift Command in 1970, became the single managing agency for the Department of Defense's (DoD) ocean transportation needs. The Command assumed responsibility for providing sealift and ocean transportation for all military services as well as for other government agencies.

The mission of Military Sealift Command (MSC) is to provide ocean transportation of equipment, fuel, supplies and ammunition to sustain U.S. Forces worldwide during peacetime and in war for as long as operation requirements dictate. During a war, more than 95 percent of all the equipment and supplies needed to sustain the U.S. military are carried by sea. MSC provides the sea transportation component for the United States Transportation Command.

Recent crises have reinforced the vital role of Military Sealift Command as a major contributor in the execution of U.S. national strategy. The Command operates ships that provide combat logistics support to U.S. Navy ships at sea; special mission support to U.S. government agencies; prepositioning of U.S. military supplies and equipment at sea; and ocean transportation of DoD cargo in both peacetime and war.

Military Sealift Command Headquarters is located at the Washington Navy Yard, Washington D.C. and has multiple sites worldwide, including facilities in California, Virginia, Italy, Japan and Guam.¹

Today, MSC is the largest operator of public vessels in the world. MSC offers a diversified fleet, which involves a variety of missions and offers job security, good pay, and the benefits of being a civil service employee.

¹ See MSC Organizational Chart in Appendix.

The Making of MSC

Military Sealift Command has more than 10,800 employees worldwide, approximately 80% of which serve at sea. MSC is the largest employer of merchant mariners in the United States.¹

As a civil service mariner you are an important part of today’s Navy. Without MSC’s support ships, the Navy could not be an effective fighting force.

Whether at sea, in port or on leave, you are supported by the Military Sealift Fleet Support Command (MSFSC). MSFSC is responsible for the manning, training, equipping and maintaining of MSC government-owned, government-operated ships worldwide.

² Data indicated as of 2005.



2. Employment Rights

You are now an excepted service civilian employee of the United States Government.

As such, there are important rules covering your job that are based on laws and regulations established by the Office of Personnel Management (OPM), the Secretary of the Navy (SECNAV), and the DoD.

MSC also has established agency policies and procedures contained in the Civilian Marine Personnel Instructions (CMPI). The CMPI governs policies for civilian mariners on such topics as leave, liberty, pay, employment, discipline, etc. You may contact the Purser onboard your ship, the Customer Support Unit (CSU) or the Military Sealift Fleet Support Command to view a copy of the CMPI.

As a federal employee, you have rights as an employee such as Equal Employment Opportunity (EEO), Privacy Act and to be free from sexual harassment and violence.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy³ of the Command to provide EEO to all employees, former employes, and applicants for employment regardless of race, color, religion, sex, national origin, age, physical or mental handicapping condition or reprisal, for prior participation in protected EEO activity. MSC is dedicated to supporting the spirit and intent of the EEO program to the fullest extent possible. We must be one workforce, military and civilian, working together to meet our mission. As a model employer with a diverse and effective workforce, we must all be committed to the principles of EEO.

- If you believe you have been discriminated against due to race, color, religion, sex, national origin, age, physical or mental handicapping condition or reprisal for prior participation in protected EEO activity, you must contact the EEO Complaints Manager at (757) 417-4267 within 45

³ For full Policy Statement see Appendix.

calendar days of the alleged discriminatory incident, or within 45 days of an alleged discriminatory personnel action.⁴

- Discrimination on the basis of sexual orientation is not covered under 29 CFR 1614, however it is a prohibited personnel practice as set forth in Executive Order 13087. If you believe you have been discriminated against based on sexual orientation, you may seek assistance either from the Merit Systems Protection Board, Office of Special Council, Negotiated Grievance Procedure or Agency Grievance Procedures.

SEXUAL HARASSMENT AND SEXUAL ASSAULT

MSFSC is committed to maintaining EEO principles; including a workplace free of discriminatory harassment and the development of a comprehensive anti-harassment policy to prevent harassment on all protected bases, including race, color, religion, sex (sexual or non-sexual), national origin, age, disability, and reprisal. MSFSC does not permit any type of harassing conduct by anyone in the workplace. All MSC personnel are required to be trained annually in Prevention of Sexual Harassment (POSH).

The Command will initiate appropriate corrective action, including proposing disciplinary action if warranted, before the harassing conduct is so pervasive and offensive as to constitute a hostile environment. It is the Command's view that a single utterance of an ethnic, sexual, or racial epithet that offends an employee is inappropriate and must immediately be addressed.

The Policy and Procedures for Preventing and Eliminating Harassing Conduct in the Work Place⁵ applies to all Civilian Mariners under MSFSC cognizance at sea or at shore-based facilities/offices.

- Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal conduct of a sexual nature when:

4 See Appendix for procedures on filing an EEO Complaint.

5 See Appendix for Policy.

- (a) Submission to or rejection of such conduct is made a condition of an individual's employment.
- (b) Submission to or rejection of such conduct is made a basis of employment decisions affecting the individual.
- (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.
- This definition also applies to any person, regardless of gender, who makes unwelcome verbal comments or gestures, or engages in sexually oriented teasing or spreading of rumors. Telling jokes of a sexual nature, making sexual innuendos, or physical conduct of a sexual nature can constitute sexual harassment or sexual assault.
- All Civilian Mariners shall be responsible for:
 - (a) Acting professionally and refraining from harassing conduct;
 - (b) Becoming familiar with the provisions of the Policy, complying with all requirements of the Policy, and cooperating with any inquiry under the Policy; and
 - (c) Promptly reporting any incident of harassing conduct that he or she experiences before it becomes a pattern of misconduct so pervasive and offensive as to constitute a hostile environment.
- All supervisors and managers shall be responsible for:
 - (a) Acting promptly and appropriately to prevent harassment in the workplace, and retaliation against those who complain of harassment;
 - (b) Reporting, pursuant to procedures set forth under Reporting Harassment, any incident of harassing conduct that they witness or is otherwise brought to their attention; and
 - (c) Receiving and handling allegations of harassing conduct promptly and appropriately, utilizing the procedures set forth under Inquiries Into Allegations of Harassing Conduct.

Any person who believes that he or she has been subject of an incident of harassing conduct in violation of the policy should report the incident to anyone in the complaints supervisory chain or the EEO Complaints Manager at (757) 417-4267.

PRIVACY ACT

MSC maintains confidentiality of employee personal information in accordance with the Privacy Act and implementation regulations. The Privacy Act was passed into law to safeguard the handling by government agencies of individual's personal information and limit its disclosure. Accordingly, MSC ensures all employee data, including individual Social Security Numbers (SSN), will be used for limited official purposes.

FREEDOM OF INFORMATION ACT

The Freedom of Information Act (FOIA), Title 5 of the United States Code, section 552, gives you the right to request access to federal agency records or information. All U.S. Government agencies are required to disclose government records contained in an official system of records to the public if requested and an exemption or exception does not apply.⁶

The exemption categories that authorize government agencies to withhold information are:

- (1) classified information for national defense or foreign policy;
- (2) internal personnel rules and practices;
- (3) information that is exempt under other laws;
- (4) trade secrets and confidential business information;
- (5) inter-agency or intra-agency memoranda or letters that are protected by legal privileges;
- (6) personnel and medical files;
- (7) law enforcement records or information;
- (8) information concerning bank supervision; and
- (9) geological and geophysical information.

⁶ The three exclusions are rarely used and pertain to particularly sensitive law enforcement and national security matters.

For more information, visit www.cftc.gov/foia/foiprivacyact.htm, <http://privacy.navy.mil>, <http://foia.navy.mil> or should you have any questions concerning a FOIA request, contact the Office of Counsel at (757) 417-4612.

WORKPLACE VIOLENCE

MSFSC is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

DO NOT ignore violent, threatening, harassing, intimidating or other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, report it immediately to the Ship Supervisor, Command Personnel Security Manager at (757) 417-4271 or to applicable base police or local municipality police.

POLICY ON SPEAK-ENGLISH ONLY

In accordance with 29 Code of Federal Regulations 1606.7, it is MSFSC's policy to direct that English-only be spoken for all work-related communications to ensure a safe work environment. However, the English-only policy applies only to work-related communications and is not extended to conversations during the course of the work day, when perhaps individuals speak briefly on non-work related subjects, as long as these conversations are not disruptive. Any work disruption(s) or unsafe condition(s) created by violation of this policy could be subject to disciplinary action.



3. Expectations

As a Federal employee with MSC, you are expected to adhere to the guidelines and standards as indicated in the Drug-Free Workplace Program,⁷ Code of Ethics for Government Service, Ship's Orders, Safety Precautions, Emergency Duties and Commanders Policy on Personal Professionalism.

It's extremely important that all CIVMARS conduct themselves properly and in a professional manner, exercising common sense and good judgement with respect for the dignity of others. Personal conduct or relationships of a nature to discredit MSC are not acceptable.

DRUG-FREE WORKPLACE PROGRAM

Military Sealift Command participates in the Federal Drug Testing Program in accordance with the Department of Health and Human Services guidelines. Illegal drug use by any civilian employee of the Department of the Navy (DoN) is incompatible with the maintenance of high standards of conduct and performance. Moreover, illegal drug use could adversely affect personnel safety, risk damage to government and personal property, and significantly impair day-to-day operations. The DoN Drug-Free Workplace Program (DFWP) is designed to identify illegal drug users in order to maintain a safe, secure workplace and efficient DoN operation.

As a civilian mariner in a testing designated position, you are required to acknowledge and sign the Notice of Random Drug Testing Memorandum.⁸ MSC's policy is to test each potential new hire prior to extending the final employment offer and randomly thereafter.

The following types of testing are conducted:

- (a) Random Testing
- (b) Applicant Testing
- (c) Reasonable Suspicion Testing
- (d) Follow-up Testing
- (e) Post Accident Testing or Unsafe Practice

⁷ See Appendix.

⁸ See Appendix.

If you believe you have a drug or alcohol problem, you are encouraged to seek counseling and/or referral service through our Civilian Employee Assistance Program (CEAP).⁹

**STANDARDS OF CONDUCT FOR DEPARTMENT OF THE NAVY
PERSONNEL**

On February 3, 1993, the Office of Government Ethics published “Standards of Conduct for Employees of the Executive Branch” 5 CFR § 2635. It applies to the DoN and is the primary source of guidance for ethics. These standards are supplemented by the “Joint Ethics Regulation”, DoD Directive 5500.7-R.

**PRINCIPLES OF ETHICAL CONDUCT FOR GOVERNMENT OFFICERS
AND EMPLOYEES – EXECUTIVE ORDER 12674/12731**

To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each Federal employee shall respect and adhere to the fundamental principles of ethical service:

- 1) Public service is a public trust requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.
- 2) Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- 3) Employees shall not engage in financial transactions using non-public Government information or allow the improper use of such information to further any private interest.
- 4) An employee shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee’s agency, or whose interests may be substantially affected by the performance or nonperformance of his/her duties.

⁹ See Section 9.

- 5) Employees shall put forth honest effort in the performance of their duties.
- 6) Employees shall make no unauthorized commitments or promises of any kind purporting to bind the Government.
- 7) Employees shall not use public office for private gain.
- 8) Employees shall act impartially and not have preferential treatment to any private organization or individual.
- 9) Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
- 10) Employees shall not engage in outside employment or activities including seeking or negotiating for employment that conflict with official Government duties and responsibilities.
- 11) Employees shall disclose waste, fraud abuse, and corruption to appropriate authorities.
- 12) Employees shall satisfy in good faith under their obligations as citizens, including all just financial obligations, especially those such as Federal, State, or local taxes – that are imposed by law.
- 13) Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
- 14) Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards promulgated pursuant to this order.

ADDITIONAL ETHICAL CONSIDERATIONS

Use of Government Resources — Personal use of Government resources may be authorized by an employee’s supervisor, (assuming the supervisor is above a GS-11 or a commissioned military officer) if it is supportive of the mission such as:

- The use does not adversely affect the performance of official duties by the employee or the employee’s organization;
- The use is of reasonable duration and frequency;
- The use is made only on the employee’s personal time, such as after duty hours or at lunch time;
- The use serves a legitimate public interest (such as reducing disruptions to the workplace, enhancing professional skills, supporting DoD community relations);
- The use does not reflect adversely on DoD or the component (such as commercial activities, unofficial advertising, or violating statute or regulation); and
- The use creates no additional cost to DoD or the component.

Use of Government Owned Vehicles — Government Owned Vehicles (GOV’s) are vehicles that are owned or leased by the Government and are NOT cars rented on Temporary Duty Assignment (TDY) orders. GOV’s must only be used for official purposes while you are in a duty status to travel from an official station to a work site or between work sites. You may also use a GOV when you are on TDY orders to establishments as close to your lodging or TDY site as possible. You cannot use a GOV for personal entertainment or recreation of any kind.

Misuse of Government Property — Unauthorized use of government property, or the misuse of such property is a serious matter that may result in discipline. The agency does not have to prove INTENT in order to establish

a case of unauthorized use of government property. This misuse includes pornography, chain letters, harassing emails, personal long distance calls and overburdening government communication systems. If you are in doubt as to whether use is authorized, check with your Chain of Command.

Impartiality in Performing Official Duties — You must perform your official duties fairly and impartially without giving special treatment to anyone. If a reasonable person with knowledge of the relevant facts would question your impartiality, you should not participate in the matter.

Misuse of Position — You may not use your position with the government to coerce benefits from another party nor imply that the government endorses or sanctions a product, service, enterprise or private organization.

Note: Employees shall be subject to appropriate sanctions for Subversive Activities¹⁰ if they knowingly and willfully grant eligibility for, or allow access to, classified information in violation of this order or its implementing regulations. Sanctions for such infractions may include reprimand, suspension without pay, removal, and other actions in accordance with applicable law and agency regulations.

Conflicting Financial Interests — You may not take action, including making a recommendation, on any matter which will have a direct and predictable effect on your financial interests, or the interests of your spouse or children.

Outside Activities — Federal employees are prohibited from acting as a representative for a non-federal party in matters in which the government has an interest or which conflicts with, or otherwise interferes with the performance of official duties.

Political Activities — As a Federal employee, you may be prohibited from participating in certain political activities in accordance with the Hatch Act Reform Amendments of 1993.¹¹

¹⁰ Executive Order #12968 (Access to Classified Information, Section 6.4 Sanctions).

Gifts — You may not solicit or accept a gift from “Prohibited Sources” or any non-federal entity that seeks official action or does business with the Navy or has interests that may be substantially affected by official duties or position in the government. Generally, you may not give or solicit for a gift to your boss or accept gifts from subordinate employees.

This list is not all-inclusive. If you have any doubt regarding a proposed action and before taking actions that may violate ethical regulations, you should ask your supervisor or consult MSFSC’s Office of Council (N2) at (757) 417-4610 or 4612.

SAFETY AND PRECAUTIONS

MSC’s top priority is to provide a safe and healthy work environment in accordance with the Navy Occupational Safety and Health (NAVOSH) Program. NAVOSH and the Afloat Safety and Occupational Health Manual¹² for MSC outline requirements and responsibilities for all shipboard employees, military and civilian. In order to accomplish the missions assigned to MSC ships, MSC requires mandatory participation in the NAVOSH program, reinforcing the safety of the ship and its crew.

Safety points to keep in mind:

- Rough weather is responsible for many accidents at sea. Under these conditions, always remember the slogan: ‘One hand for the ship, one hand for yourself.’
- Never smoke in the vicinity of open hatches or in the cargo holds.
- Never smoke on deck, on barges, or on the pier when fuel oil is being loaded or discharged.
- Only smoke in designated smoking areas aboard ship during those times it is allowed.
- Never go up and down ladders with both hands full.

¹¹ See Appendix for Hatch Reform Amendment.

¹² You can obtain this by contacting the CIVMAR Support Center.

- Never work in the hot sun without protecting your head.
- Never walk on the side of the vessel where cargo is being worked if you are not involved.
- Never walk under the heel blocks of winches.
- Never walk through unlighted ‘tween deck spaces.
- Never walk on the weather side of deck in heavy seas.
- Never stand in the bight of an anchor chain, cable or line.
- Never use goggles to protect your forehead instead of your eyes.
- Never attempt to pass through a watertight doorway while the alarm is sounding or the door is in motion.
- Never endanger your shipmates by your actions or failure to act when required.
- In noise hazardous areas such as diesel engine rooms, generator rooms, etc., wear earplugs, which are available onboard.
- Wear safety shoes.

INTERNATIONAL SAFETY MANAGEMENT (ISM) CODE

The ISM Code provides an international standard for the safe management and operation of ships and for pollution prevention. The purpose of ISM Code is:

- To ensure Safety at Sea
- To prevent human injury or loss of life
- To avoid damage to the environment and to the ship

Realizing that the ISM Code provides a framework for prudent ship operations, COMSC issued COMSCINST 5042.1 which requires its government-owned, government-operated ships to comply with the ISM Code. In order to comply with the ISM Code, each ship class must have a

working Safety Management System (SMS). MSC is implementing a SMS as the Command's standard approach to safe, effective, and environmentally responsible vessel management. For ship classes where certification is not practical or cost effective, the SMS is being adopted as a management model to provide structure to procedures. As the SMS is implemented on more MSC ships, CIVMARS will increasingly find themselves aboard ships that follow the SMS.

Currently, the T-ATF class fleet ocean tugs have a working SMS and each carries a Safety Management Certificate. The T-AO class oilers and the T-AKE class dry cargo / ammunition ships are scheduled for SMS implementation.

For more information, contact: ISM POC (202-685-5727)

SHIP'S ORDERS

MSC also expects all CIVMARS to adhere to the following rules designed to provide guidance while onboard ship.

- 1) Crewmembers shall promptly obey all legal orders received from competent authority.
- 2) Crewmembers shall obey all posted rules and regulations.
- 3) Crewmembers shall comply with all local port regulations, instructions, and laws emanating from responsible authority and published to the crew.
- 4) Crewmembers shall not physically resist authority in the enforcement of a lawful command.
- 5) Crewmembers shall perform all assigned duties with promptness and dispatch and shall remain alert at all times when on watch or duty.
- 6) Crewmembers shall not conceal defective work nor destroy such work without authority.

- 7) Crewmembers shall not participate in any strike or job action against the Government of the United States.
- 8) Crewmembers shall complete all voyages to which assigned unless separated from the ship by orders from competent authority.
- 9) Crewmembers shall not leave the ship without proper authority and shall report to the ship promptly on or before expiration of all authorized leave or liberty.
- 10) Crewmembers shall report for watch, pre-sailing muster, muster, duty or drills at the scheduled time unless relieved from such reporting requirements by proper authority. ("Duty" includes overtime when crewmember is ordered to work overtime.)
- 11) Crewmembers shall remain on duty or watch stations until properly relieved.
- 12) Crewmembers shall not exchange any watch or duty without authorization.
- 13) Crewmembers shall not report for watch or duty or be on watch or duty while under the influence of intoxicants, marijuana, a narcotic or controlled substance.
- 14) Crewmembers shall not use intoxicants, marijuana, a narcotic or controlled substances on duty.
- 15) Crewmembers shall not possess or bring aboard marijuana, narcotics, controlled substances or drug paraphernalia.
- 16) Crewmembers shall not engage in the unauthorized sale or transfer of marijuana, narcotics, controlled substances or drug paraphernalia.
- 17) Crewmembers shall not introduce intoxicants aboard ship without proper authorization, nor should they sell, hold in their possession or use intoxicants aboard ship.

- 18) Crewmembers shall not possess or use narcotics or instruments to prepare or administer narcotics without authority.
- 19) Crewmembers shall not introduce or possess dangerous weapons or explosives aboard without authority.
- 20) Crewmembers shall wear the prescribed uniform/work clothes while on watch or duty aboard ship.
- 21) Crewmembers shall use protective clothing and/or equipment when required and provided.
- 22) Crewmembers shall observe prescribed standards of cleanliness and sanitation.
- 23) Crewmembers shall report to the Master or a U.S. Medical Officer all cases of venereal disease and all contagious infectious diseases as soon as discovered.
- 24) Crewmembers shall safeguard all information and material of a classified nature.
- 25) Crewmembers shall protect the safety of the ship, passengers, crew, cargo and equipment at all times.
- 26) Crewmembers shall exercise due diligence in safeguarding all property, stores, material and equipment entrusted to their care for which they have properly been assigned responsibility.
- 27) Crewmembers shall report immediately all injuries and accidents, however slight, to superiors.
- 28) Crewmembers shall not create unnecessary disturbances.
- 29) Crewmembers shall not use abusive, insulting or obscene language to or about other personnel.
- 30) Crewmembers shall not threaten to injure or assault or commit assault or inflict injury upon other persons aboard ship or on U.S. Government premises.

- 31) Crewmembers shall not engage in fighting aboard ship or on U.S. Government premises.
- 32) Crewmembers shall not make false or malicious statements, which harm the reputation, authority, or official standing of other employees, superiors, officers or MSC.
- 33) Crewmembers shall not gamble, bet or promote such activity aboard ship or on U.S. Government premises.
- 34) Crewmembers shall not engage or attempt to engage in black market activities.
- 35) Crewmembers shall not give nor receive bribes with the intent of influencing decisions on official matters.
- 36) Crewmembers shall not steal nor attempt to steal any property of other persons or of the U.S. Government.
- 37) Crewmembers shall not engage in criminal, dishonest or notoriously disgraceful conduct ashore or aboard ship.
- 38) Crewmembers shall not file false claims against the U.S. Government or knowingly aid and assist in the prosecution of false claims.
- 39) Crewmembers shall not falsify, exaggerate or conceal a material fact in connection with any official action, record, investigation or other proceeding.
- 40) Crewmembers shall properly declare all merchandise and other articles obtained or acquired in a foreign country.
- 41) Crewmembers shall not enter unauthorized areas of the ship without proper authority.
- 42) Crewmembers shall support EEO principles, policies and practices during the course of shipboard assignment.
- 43) Crewmembers shall not engage in sexual harassment.

EMERGENCY DUTIES

Safety at sea is everyone’s responsibility. To respond to and control shipboard casualties, you must use your assigned article/billet number to determine your individual emergency duties, as indicated on the Station Bill, posted throughout the ship. Each ship will post information on:

- Fire and emergency stations
- Collisions
- Abandon ship – lifeboat stations
- Man overboard
- CBR-D (Chemical, Biological, Radiological – Defense)

Drills are conducted occasionally to evaluate the effectiveness of the shipboard training, tactics and strategy. The Officer in Charge of your area will provide further instructions and/or training with regard to specific emergency duties. Remember, all drills should be conducted as if an actual emergency exists.



13 For a list of ship addresses, see Appendix.

14 Per COMSINST 2000.2.

4. Administrative Duties

The following topics are the CIVMARS’ administrative responsibilities. It is essential for all civilian mariners to maintain accurate personal data and to take the appropriate steps to inform MSFSC staff of additional or changing information.

MAIL

You can send and receive mail while underway. Although the ship’s location, sailing dates and times is restricted information, your mail will be processed by the Fleet Post Office (FPO) System according to the Ship’s address.¹³ It is their goal to get your mail to you as quickly and reliably as possible. All mail addressed to you should read:

Your Name and Position

Name of Ship and Hull Number

Appropriate FPO and Zip Code

You may *not* use the MSFSC or its Customer Support Units as a mailing address.

PERSONAL AND PUBLIC CORRESPONDENCE COMMUNICATION

In the interest of good morale, MSC permits the use of shipboard equipment and services to make personal telephone calls or send personal messages subject to operational considerations and the master’s approval. Communications via INMARSAT, HF radio, and VHF Marine Operators will be on a collect basis or billed to a credit card except in an emergency when authorized by the Master. Some of the ships have an email cafe that allows mariners to have access to the email system. To receive an email account, check with the LAN Administrator onboard your assigned ship. In order to use the telephone and fax machine onboard ship when available, you must report to the Department Head to obtain authorization.¹⁴

CHANGE OF ADDRESS

You are responsible for keeping MSFSC informed of any changes to your personal or contact information. Your data must be kept current to receive official correspondence. You must report a change of address, phone number, marital status or name in writing by including your name, old information, new information, contact phone number and your signature.

If you change your name, be sure to inform both Social Security Administration and your employer. MSC will process name changes *only* when a copy of your marriage certificate, divorce decree or court document is submitted with the change request as proof of name change. This will assure that your earnings will be properly reported by your employer and recorded in SSA records. Visit www.ssa.gov for more information.

Send a signed request via email to NRFK_MSC_MSFSERPERSACT@navy.mil or by fax to (757) 417-4233. If you have any questions, contact the CIVMAR Support Center (CSC) at (800) 793-5784.

ERROR ON EMPLOYMENT RECORDS

If you find that your personal data, including Date of Birth, is not accurate on your Standard Form 50, Notification of Personnel Action, contact CIVMAR LER and Services Division, Personnel Systems Branch to provide proof of the correct information, such as a copy of your Birth Certificate or Passport.

MILITARY RESERVISTS

If you are a member of the Military Ready Reserves and you receive mobilization orders, you must immediately notify your Marine Placement Specialist (MPS) (if not attached to a ship) or the Master (if attached to a ship). A copy of your orders must be forwarded to your MPS. Digital copies of the orders will also be accepted via email. MSFSC will send a letter to Under Secretary of Defense for Personnel and Readiness (USD/P&R) in an attempt to exempt you from mobilization requirements.

In the event that MSFSC is not successful in getting an exemption, you will be placed on Leave Without Pay (LWOP) from your civil service position and a Benefits Counselor from the Employee Benefits Branch will explain your benefits to you. You have return rights to your civil service position upon your timely notification of return from your active Reserve duty provided that you remain in the active reserves for no more than five years.

EMPLOYEE SURVEYS

MSC will employ several survey methods to gauge the CIVMAR's level of satisfaction with his/her MSC career experience. The primary method will be written surveys, which may be supplemented by electronic or oral surveys. The information collected from the survey is used to indicate trends or potential areas of concern impacting the recruiting and retention of the CIVMAR workforce. The data is also used to evaluate and improve the level of support.

Unique surveys are conducted at the following points of the mariner's career:

- first at the completion of the New Employee Orientation (NEO) course;
- second at the completion of twelve months of service, and
- finally upon separation from active service.

The NEO survey is administered by the NEO facilitator at the conclusion of the NEO course. The remaining surveys are sent via mail or electronic mail to the mariner's address of record, or to the ship, with a cover letter of introduction and explanation and a self-addressed, stamped envelope, as applicable.

If you have not received a survey and have reached one of the above points in your career, please contact the CSC at (800) 793-5784 to request a survey.



5. Your Job As A CIVMAR

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This section covers a multitude of topics that are important for all CIVMARS to be aware of whether underway or ashore.

To better serve our CIVMARS, we have created the CIVMAR Support Center (CSC). The mission of the CSC is to provide a one-stop resource for answering common questions regarding benefits, payroll, assignments, United States Coast Guard (USCG) issues, etc. Whether underway or ashore, you may contact the CSC by calling toll-free (800) 793-5784; or by email at: civmar@marinerssupport.com.

Please review these sections thoroughly and if you have any questions, discuss with your Purser or contact the CSC for additional clarification.

IDENTIFICATION CARDS AND PASSES

As a new employee, you were issued a laminated Department of Defense Geneva Convention Identification Card (DD Form 489) and Common Access Card (CAC).

The CAC is the Department of Defense ID card, and serves as the principal card used to enable physical access to buildings and controlled spaces and computer network and unclassified system access. It is also the primary platform for the Public Key Infrastructure (PKI) token, which allows a user to sign on to the Navy-Marine Corps Intranet. The CAC is similar in size and functions to a credit card. Embedded in the card is a small gold-colored computer chip that stores information, along with a magnetic strip that allows information in the chip to be electronically scanned and interfaced with other computer systems. The CAC card may be used to gain entry to military exchanges overseas, dependent on policies of the respective base commanders. Remember your PIN number in order to access PKI items; otherwise you will have to schedule to go to a CAC issuing facility to have it reset. These facilities are not easy to get to and usually require appointments.

The CAC card, in addition to your USCG Merchant Mariner's Document (MMD) and your Geneva Convention Card, is to be in your possession at all times, ready to produce upon request for access to Navy bases to reach your ship.

PASSPORT AND VISA IDENTIFICATION

You are required to have a tourist passport as a condition of employment with MSC. It is your responsibility to maintain its currency at all times. To renew your passport, visit a Post Office or download an application at [http:// travel.state.gov/passport/passport_1738.html](http://travel.state.gov/passport/passport_1738.html). A \$55.00 fee applies and two passport-size photographs are required.

Official Passports — You will be required to obtain an Official Passport at some point. At that time, MSFSC will collect your completed passport application form (DS82), passport authorization form with personal information (DD1056), photos and Blue Tourist passport. It will take approximately 3-4 weeks to receive your Official Passport from the Department of State. Once your Official Passport has been processed, you will be advised where to report to receive your Official Passport and to have your Blue Tourist Passport returned. If the Department of State determines that your Blue passport is mutilated, it will not be returned and you must obtain a new Tourist passport.

Visa — Visa requirements vary from country to country. If a Visa is needed, MSFSC will advise of the proper forms to complete. The Visa application process will take approximately 2-4 weeks. Visa must be issued and received prior to beginning travel to join a ship.

Delays in route may be based on your presentation of the necessary Passport and Visa.

If you lose your Geneva Convention Card, Common Access Card, Passport, Visa or MMD, report it immediately to your shipboard supervisor or your Marine Placement Specialist (MPS) and submit written statements to MSFSC Personnel Security Division (N13); setting forth circumstances concerning loss at the time a new card is issued. Loss of these cards may prevent you from sailing, and if found by unscrupulous individuals, allow them to enter restricted areas.

In accordance with the provisions of the Geneva Convention, if you are captured by enemy forces in a combat zone, you may be required to surrender your ID card to your captors.

STANDARDS OF DRESS

Uniforms — CIVMARS shall provide themselves with an adequate supply of prescribed uniforms and work clothes as appropriate for their respective rank. Uniforms and work clothes may be purchased from any dealer selling articles conforming to these regulations. Secretary of the Navy has approved MSC's request to allow CIVMARS to participate in the Navy Exchange's Navy Uniform Mail Order Program to purchase uniform items. Procedures on how to do so are promulgated by MSC under a separate instruction.

The following is a description of acceptable clothing to be worn during working hours. For all items, unless otherwise noted, MSC will not furnish, launder, or dry clean uniforms or work clothes, except as agreed to in Command Labor-Management negotiations approved by the agency.

Officer Work Attire:

- Dress blue uniform (Masters and Chief Engineers only).
- Khaki work clothes.
- Cap – If in khaki work clothes, blue ball cap with respective ship's name or combination cap with khaki cover. If in dress blue uniform, wear the cap that has the white cover.
- Black socks and shoes.

In addition, Engine Department officers may (to be coordinated by Master and Chief Engineer) wear fire-retardant boiler suits in lieu of cotton khaki work clothes while on duty. The rank and departmental collar insignia are not required on such suits.

Items furnished onboard ship by MSC to Masters and Chief Engineers are:

- Initial issue of one outfitting of cap insignia, departmental insignia, rank insignia and shoulder boards.
- Buttons (for one Dress blue uniform).
- These items become personal property to whom issued.

Items furnished onboard ship by MSC to all other officers are:

- Initial issue of one outfitting of cap insignia, departmental insignia and rank insignia.
- Newly promoted officers will be provided one set of departmental and rank insignia for their new rank.
- Again, these items become the personal property of the CIVMAR to whom they are issued.

Non-officer Attire:

- Deck, Engine, and Supply (Assistant Storekeepers) - Blue (Chambray) work shirts with collars and buttons down the front, long blue dungarees, black shoes and black socks. The black safety shoes provided or paid for by MSC will meet the shoe requirement. Employees may wear the standard blue Navy ball cap with respective ship's name.
- Cooks, Bakers and Pantrymen – MSC will furnish white steward's jackets, white shirts, white fly-front long trousers, cook's caps, white aprons, to wear with your black or white socks and black shoes.
- Laundrymen and Utilitymen - White steward's jackets (to be furnished by MSC); khaki long trousers, black socks and black shoes.

- Yeoman Storekeepers and Chief RET - Khaki work clothes, black socks and black shoes.
- Any of the above items furnished by MSC remain the property of the U.S. Government.

Deck, Communication, Engine and Supply personnel may wear fire-retardant boiler suits provided by MSC or coveralls in lieu of the prescribed work clothes while on duty, as determined by the Master and Chief Engineer.

NOTE: The above information was extracted from Civilian Marine Personnel Instruction (CMPI) 594. A copy of the CMPI is maintained by every ship's Purser.

CIVILIAN CLOTHING

It is important to note that CIVMARS are representatives of the U.S. Government and therefore, shall maintain an appropriate standard of appearance and dress at all times.

Civilian clothing is to be worn by all personnel when off the ship on leave or liberty. Civilian clothing is also to be worn by CIVMARS arriving/departing ship as a leave replacement. No part of the prescribed uniform will be worn with civilian clothes except those articles that do not present a distinct uniform appearance.

ASSIGNMENTS

The respective MPS makes assignments based on the need of the fleet, taking into consideration skills, training, endorsements/license and ability to be assigned to a ship overseas as well as your personal desires. Requests for a specific ship or specific ship type may be made through our Training Center (TC) East Marine Placement liaison (if ashore at the TC) or the ship's purser (once you are assigned). Please note, requests will be considered but cannot always be honored – assignments are based on operational needs.

Ship assignments are a minimum of four months. Requests for leave must be made through the Purser at least 60 days in advance of your request date. Government travel will be provided for those mariners assigned to a deployed ship to the CSU. Should a CIVMAR resign while deployed, the government is not obligated to provide transportation back to the United States.

You will be notified of your ship assignment either while in training or at the CSU. You will be provided with as much information as possible regarding your assignment. In addition, the ship's management will be aware of your arrival and will have an agent (when necessary) to meet you and assist you in getting to the ship. Pack only what you can comfortably carry. Additional clothing/items can be mailed once you have the ship's address. Please travel in civilian attire.

TRAVEL

According to the Joint Travel Regulations (JTR), MSC will fund travel cost associated with transporting you to/from your assignments, training facilities, CSU, MSFSC and your residence. MSFSC provides hotel accommodations and transportation to MSC's Training Center in Freehold, New Jersey, or San Diego, California, at no charge to you. Once you receive your assignment from your MPS, you may be required to travel on TDY travel orders. You may also be issued travel orders to attend training courses, in which you may be authorized a rental car and/or lodging.

All travel orders are requested and approved by your MPS. The CIVMAR Support Division, Disbursing Branch (N872) is responsible for preparing orders and making all transportation arrangements, including rental car and hotel accommodations. Rental cars are only authorized when using SATO endorsed rental companies. Always read the travel orders thoroughly before you begin travel to determine what has been authorized for payment and/or reimbursement, including travel advances, which must be approved in

advance. Before you depart the Continental United States (CONUS), make sure you know the port call of the ship and have your travel orders and Government ID available for immigration and customs.

If you have any questions prior to traveling, or to obtain information regarding the contracted bus or hotel, contact the CSC at (800) 793-5784. If you need to make travel changes, modifications must be coordinated with your respective MPS in advance. For Emergency calls during non-working hours, contact SATO at (800) 359-9999.

TRAVEL CLAIMS¹⁵

Within 5 days of completing travel, you must complete a travel claim by completing DD Form 1351-2 Travel Voucher or Subvoucher, and submitting travel orders, verification and receipts for all claimed expenses. Travel claims can be obtained from MSFSC, the CSU's or the Ship's Purser.

Forward claims to:
MSFSC Financial Management Department
Disbursing Branch
PO Box 120 ATTN: Code N872
Virginia Beach, VA 23458-0120

SAILING DAY

Sailing day refers to the ship's departure and the amount of notice you will have regarding the departure time. This is especially important information for all CIVMARS to be aware of while on liberty. Liberty is the time that you spend away from the ship while it is in a foreign port.

- If you arrive in port for a stay less than twelve hours, the ship's sailing time will be posted at the gangway within 30 minutes of arrival.
- When the ship's stay will exceed twelve hours, sailing time will be posted eight hours prior to scheduled sailing, if before midnight. If sailing is scheduled between midnight and 0800, sailing time will be posted as

¹⁵ See Appendix for Instructions on Completing Travel Claims and examples.

soon as possible, but no later than 1700 the day prior.

- When the ship arrives on a weekend between 1700 Friday and 0800 Monday and is scheduled to sail prior to 0800 Monday, the sailing time will be posted no later than two hours after arrival.
- The sailing time will be posted no later than 1700 on Friday when the ship is scheduled to sail on a weekend between 1700 Friday and 0800 Monday.
- In the event Friday is a holiday, sailing time will be posted prior to the holiday.
- If Monday is a holiday, the following Tuesday will be substituted in lieu of Monday.
- Whenever the ship's departure time is changed, the new time of departure will be immediately posted.

Normally, liberty expires one hour prior to sailing time. Therefore, plan accordingly. Do not forget to have your CAC and Geneva Convention Card with you at all times while on liberty.

When assigned to a ship, the authority to grant liberty is vested in the Master, contingent upon work requirements, authorized port restrictions, and possession of leave hours, etc.

Should you miss the ship's sailing, which is grounds for separation from MSC service, you should report immediately to the nearest MSC office liaison or Ship's Agent. If there is no such office in the port, go directly to the American Consulate for assistance.

Upon arrival to the ship, climb the accommodation ladder (gangway) to report to the Gangway watch. The Watchstander will notify the Department Head of your arrival and provide an escort to your room for you to leave your

possessions. Report to the Purser or Master to receive your bunk card that identifies your position title and billet number. Your billet number identifies your fire, Lifeboat or Life Raft number and damage control stations. You may be required to work immediately upon arrival. If not, learn your ship, emergency stations and emergency exit routes. Become familiar with your ship IMMEDIATELY!

SUBSISTENCE¹⁶

Subsistence in kind aboard ship shall include three nutritious meals per 24-hour period. Meals shall be the same in the quality and quantity for officers, Chief Petty Officers (CPOs) and other ratings. When CIVMARS have the use of three separate subsistence accommodations, officers, CPOs and other ratings, respectively, shall be subsisted in separate accommodations insofar as practicable. When CIVMARS have the use of two separate subsistence accommodations, officers shall be subsisted in one accommodation with CPOs and other ratings in the other accommodation.

QUARTERS¹⁷

CIVMARS will be provided with sleeping quarters and restroom facilities with functional heat, light, hot and cold water and linen service seven days a week while assigned to a ship.

Officers shall be quartered in private quarters insofar as is practicable. If additional private quarters are available aboard ship, CPOs, men and women may be quartered therein; however, CPOs and men/women shall have no claim to such quarters if the Master determines they are not available. Men and women may share restrooms with locks on each side. When sharing restrooms, make sure the door remains unlocked when not in use. Ensure all areas remain clean and orderly.

Subsistence (cash in lieu) and Quarters (S&Q) will be provided to eligible CIVMARS who do not live in the local commuting area to the respective

¹⁶ CMPI 593 defines Subsistence and Quarters. See Section 3.

¹⁷ CMPI 593 defines such accommodations and associated bonuses.

Customer Support Unit and also to those attending training at Training Center East and West.

SHIP'S STORE AND EXCHANGE PRIVILEGES

While underway and in port, you will have access to the ship's store. Most MSC ships are fitted with a ship's store where essential items such as toiletries, ship's ball caps, candies, clothing, etc., may be purchased. Hours of operation are set by the ship's Master and store operator; however, the store is open a minimum of 1 hour each day when in port and a minimum of 1 to 3 hours each day during at-sea periods, depending on the size of the ship's crew. All purchases will be made using cash only. Personal checks are not accepted at the ship's store. If the CIVMAR is in need of cash, they can cash a personal check with the ship's Purser.

As a CIVMAR traveling outside the United States (including Alaska and Hawaii) you have Post/Base Exchange privileges, which are extended to military personnel. CIVMARS residing on MSC ships also have limited Post/Base Exchange privileges in CONUS ports. These CIVMARS will be issued a DD Form 2574, Armed Forces Exchange Services Identification and Privilege Card by the ship's Purser, to authorize the carrier to shop at the Exchange. The Exchange services operate like small convenience stores where you can buy clothing, toiletries, snacks, etc. These are privileges that should be used responsibly.

WELFARE AND RECREATION PROGRAM

While underway, through special services, books, movies, games, models, fishing gear and tackle and exercise equipment are made available to all crewmembers for welfare and recreation. Please remember that these items are available for use by all CIVMARS, so it is important to keep them in good condition.



6. Medical Requirements

PHYSICAL EXAMINATION

MSC shipboard duties are often strenuous and require extended periods at sea. Medical requirements have been developed to protect the health and safety of all MSC civilian mariners. All CIVMARS will be screened prior to assignment to a ship to review their current medical status. Federal regulations require two different types of examinations:

- **The U.S. Civil Service Commission Certificate of Medical Examination** — this exam is required at ages 40, 45 and 50, every two years for those between 50-60 years of age and annually for those over 60.
- **The Occupational Medical Surveillance/Certification Examination** — this exam is due annually.

The exams are performed while assigned to a ship or on leave at sites as established by MSC.

The Medical Services Officer (MSO), prior to detachment from the ship, will conduct a medical screening. All examinations are subject to review and final clearance by the MSFSC Medical Office in Norfolk.

HEALTH RECORD

Every CIVMAR has an Original and Supplemental Medical Record. MSFSC's Medical Office in Norfolk maintains the Original Record and the CIVMAR is responsible for his/her Supplemental Record. When reporting or departing a ship, each CIVMAR must report to the MSO or Medical Department Representative to deliver/pick up his/her Supplemental Record. When not assigned to a ship, you must take this record to your private healthcare provider on medical visits and to the CSU for medical screening to determine your physical examination requirements.

DISEASE RISK AWARENESS

Overseas travel will expose you to a variety of people and environments, which may increase your risk for a communicable disease. Many different diseases can be acquired from people, insects or animals, as well as from food and water. Diseases that are rare in the United States, such as rabies and polio, are still prevalent in many third world countries. Tuberculosis is an ever-present danger throughout many parts of the world. Of particular importance is the increasing threat of serious or terminal diseases such as HIV and Hepatitis. HIV and Hepatitis can be contracted by sexual contact; or by sharing needles, razors, tooth brushes, etc.; or by devices used in body piercing and tattoos.

Your MSO will have access to the latest medical intelligence and worldwide disease risk assessments. Before any port calls, the MSO will provide a briefing to all hands on health issues and make available any preventative measures needed. Crewmembers taking extended liberty or leave in a foreign port should consult the MSO prior to departure for any disease risk information, immunizations or other medical entrance requirements.

MEDICAL CARE

On most ships, there is a MSO onboard who is able to provide medical care for minor injuries or illnesses. In the event of a serious illness or injury requiring more sophisticated treatment, the MSO will assist in seeking medical care from Federal health care facilities or private sources, as appropriate.¹⁸

If you get sick or injured on the job, immediately inform your Department Head, before the start of your shift if possible. She/he will advise you of the forms to submit, complete a Department of Labor Form CA-1, if applicable, approve any use of sick leave and revise the work schedule in order to redistribute the workload in your absence.

¹⁸ See Health Insurance, Section 9.

Prompt reporting of injuries not only protects you, but also assists MSC in correcting potentially hazardous conditions. You may also be entitled to benefits through the Office of Workers' Compensation Program (OWCP), U.S. Department of Labor.¹⁹

In all events concerning sick leave, you will be required to submit medical summaries from your physician to the MSC Medical Office in Norfolk to support the sick leave request. If you are under treatment for a chronic medical condition and/or take medications regularly, you will be required to see your physician annually (sometimes more frequently) for follow-up and submit a summary for review by the MSC Medical Office in Norfolk. If you are onboard ship during this time, it is your responsibility to ensure that you ask for a timely relief or ship's leave in order to complete required appointments.

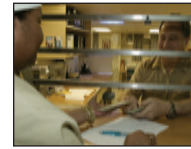
DENTAL CARE

You are advised to have routine dental examinations and care accomplished while on leave or prior to deploying in order to avoid repatriation while assigned to a ship. MSC does not provide dental services onboard ship. Refer to your health insurance/dental plan.²⁰

NOTE: If you should have any medical questions or concerns, please contact the CIVMAR Support Center at (800) 793-5784 or MSC Medical Office in Norfolk at (757) 443-5760.

¹⁹ See Workers' Compensation, Section 9.

²⁰ See Health Insurance and Dental Plans, Section 9.



7. Holidays and Pay

HOLIDAYS

For pay purposes, when a holiday falls on Saturday, it will be observed on the preceding Friday. When a holiday falls on Sunday, it will be observed on the following Monday. The ten legal public holidays for CIVMARS are:

- (1) New Years Day (*January 1st*)
- (2) Martin Luther King's Birthday (*3rd Monday in January*)
- (3) President's Day (*3rd Monday in February*)
- (4) Memorial Day (*last Monday in May*)
- (5) Independence Day (*July 4th*)
- (6) Labor Day (*1st Monday in September*)
- (7) Columbus Day (*2nd Monday in October*)
- (8) Veteran's Day (*November 11th*)
- (9) Thanksgiving Day (*4th Thursday in November*)
- (10) Christmas Day (*December 25th*)

Also, when by Executive Order or other means a holiday for leave and pay purposes is granted to all Federal Government civilian personnel, U.S. civilian mariner personnel will also be granted a holiday for leave and pay purposes unless otherwise prohibited.

PAY

Base pay is pay you earn commensurate with the size, level of automation, and type of ship. Premium pay is additional compensation over and above base pay to include overtime, overdue penalty pay, hazardous pay and bonus provision(s).

Each CIVMAR is paid his/her base pay of 112 hours and any earned premium pay bi-weekly, with the payday normally occurring the Friday following the end of the pay period, 26 times per payroll year.

If you are not able to be relieved as scheduled, you may be entitled to an Overdue Relief Award. The Overdue Relief Award is payable at the rate of \$25.00 per day and accrues beginning when you arrive at first port after overdue date. After 45 days of receiving an Overdue Relief Award, the rate increases to \$50.00.

Hazardous pay may be payable under certain dangerous conditions when 50 short tons or more of explosives or dangerous cargo are aboard ships, or when you are required to handle explosives or dangerous cargo. You may be entitled to hazardous pay at the rate of 10% of basic pay and \$10 per voyage for penalty cargo.²¹ Any questions about premium pay must be addressed with your detailer, Purser, or Master.

In order for you to be paid, time and attendance (T&A) data must be submitted to payroll. If you are in the pool, training, or on leave, your respective Marine Placement Specialist will submit your T&A. If you are onboard a ship, the ship's Purser or Master will submit your T&A.

Federal taxes are deducted as calculated on the Withholdings Allowance Certificate Form (W-4). If you claim 'exempt' or more than ten (10) exemptions, a new W-4 must be submitted at the beginning of each year.

The payroll system cannot accommodate state tax deductions. It is highly recommended that civilian mariners contact their respective state revenue office or set up a voluntary allotment for state filing purposes.

After payroll is processed, a *Leave and Earnings Statement* (LES) file is transmitted to the ship's Purser or Master to print and distribute to each mariner onboard the ship. If a mariner is on leave or in the pool, the LES will be mailed to his/her current address on record. If you do not receive a LES, please immediately contact the CSC at (800) 793-5784.

²¹ See Hazardous Pay, CMPI 610.

All civilian mariners are required to participate in *direct deposit/electronic funds transfer* as the method of all payment from MSC. Pay is electronically deposited to an account with a financial institute as designated by the CIVMAR on the Direct Deposit Sign Up Form, Standard Form-1199A.

Allotments, or direct payments from a paycheck, may be established on the SF-1199A. Up to three (3) voluntary and five (5) mandatory allotments are allowed. Allotments may be made to your dependents' financial institution, child support agencies, Thrift Savings Plan (TSP) and commercial loan institutions, collection agencies, and government agencies for travel indebtedness or military deposits. In rare exceptions where an electronic allotment cannot be utilized, paper checks will be issued.

To increase or decrease an allotment, email a request that includes your name, social security number, and the change information. Forward your request to the Finance Management Department at:

East Coast Payroll Rep: m_nrfk_msc_MSFS Couteast@navy.mil

West Coast Payroll Rep: nrfk_msc_MSFS Coutwest@navy.mil

To change bank accounts or establish allotments any time throughout your career with us, legibly complete and sign the *Direct Deposit Sign Up Form*. Fax form to (757) 417-4358 or DSN 537-4358

MSC allows Civilian Mariners onboard ships to make a draw (receive cash) against their earnings to date (including premium pay) within the current pay period. The maximum amount a mariner may draw is 50% of gross pay minus all mandatory deductions (taxes, insurance, retirement, child support payments, levies, etc.). To request a draw, contact the Purser, or the Master on ships without a Purser.

PAY AND LEAVE DISCREPANCIES/DISPUTES

If you are aboard ship and notice leave and pay discrepancies, contact your supervisor. If you are not assigned to a ship, contact a payroll representative or the CSC.

The premium pay dispute form is the document used for CIVMAR question(s) concerning the applicability of CMPIs with regard to pay.²² Accordingly, all premium pay dispute forms shall be submitted to the Purser (or Master in the absence thereof) within 30 days of the time in dispute. The Purser shall ensure that the respective Department Head and Master complete each section as appropriate and forward this form to MSFSC within 15 days for final resolution. Where a dispute exists concerning whether premium pay work was assigned or performed, the questions will be resolved under the provisions of the applicable negotiated grievance procedure.

GARNISHMENTS

Federal law authorizes the pay of civilian employees of the Federal government to be garnished (or attached) for the payment of child and/or spousal support or the repayment of legal debt, in accordance to 5 C.F.R. Part 581 and 582. In order to implement a garnishment or wage attachment against any civilian employee, an income withholding order, or similar process, must be served.

MSC receives numerous requests for information with respect to garnishment of civilian employees wages. The following is provided for guidance and information with respect to the Agency's requirement to implement all valid orders for mandatory wage withholding for support and commercial debt.

Garnishment Orders for Support — MSC employees, whether shoreside or afloat, are designated as Federal employees. Pursuant to 15 USC 1673

²² See CMPI 610.19.

and SECNAVINST 7200.16, the Agency is required to honor any order for the support of any person issued by a court of competent jurisdiction or in accordance with an administrative procedure. In addition, 15 USC sets forth the percentage of an employee's pay that the agency can withhold.

Garnishment Orders for Commercial or Private Debt — Through Section 9 of Public Law 103-94, Hatch Act Reform Amendments of 1993, Congress authorized the garnishment of Federal civilian employee's wages for commercial debts. Once a private debt has been reduced to a judgment by a court of competent authority and a Garnishment Order is properly serviced upon the agency, the agency will honor it. For purposes of this law, a commercial or private debt is any debt owed for other than child support or spouse support.

Process — When the Agency receives a Garnishment Order, it is reviewed by the Office of Counsel to ensure that the order is legally sufficient, has been properly served upon the agency, and that it specifically requires the agency to withhold a specific amount of money from an employee's bi-weekly salary, until such time as the agency receives an amended or modified order from the court having jurisdiction. Garnishment Orders for support payments take priority over a garnishment for private debt. While the agency will advise the employee of his/her rights and responsibilities, the Office of Counsel cannot represent the employee. Because mariners are at sea for extended periods, it may be advisable to authorize someone at home, by power of attorney or other means, to ensure all private obligations are kept current to avoid the possibility of wage garnishment.

Should you have any questions concerning Garnishments, contact the MSFSC Office of Counsel at (757) 417-4612. Questions about your pay should be directed to the CSC at (800) 793-5784.



8. Leave

The granting of leave is discretionary with the approving authority. Civilian marine personnel on annual leave are subject to recall. Specifics are covered in CMPI 630.2. When assigned to a ship, the authority to grant leave and liberty is vested in the ship's officers, contingent upon work requirements, authorized port restrictions, possession of leave hours, etc. When not assigned to a ship, the authority to grant leave is with MSFSC, specifically the respective MPS. Normally, such leave is granted upon the minimum completion of four-month service tour. CIVMARS must make every effort to request leave at least 60 days in advance.

Leave is accrued each bi-weekly pay period. The major leave categories are explained here:

Annual Leave — Annual leave accrues according to the total years of federal service, as indicated on block #31 of your Notification of Personnel Action (SF-50), including those who served in the military with additional leave benefits.

Annual leave is charged in one-hour increments. Any leave accumulated in excess of 360 hours is subject to forfeiture if not used within the calendar year. Forfeited leave may be restored provided the Employee Relations Division grants authorization as outlined in CMPI 630.2-4.

CIVMARS who fail to report to duty after an approved leave of absence may be subject to disciplinary action.²³

²³ See Section 11.

Annual Leave Accrual Rate:

Years of Service	Accrued Leave per Bi-weekly Pay Period	Accrued Leave Per Year
Up to 3 years	4 hours	13 days
3 to 15 years	6 hours <i>(10 hrs in last pp)</i>	20 days
15 years and over	8 hours	26 days

Upon separation from the Federal Service, you will be paid a lump sum for all unused accumulated annual leave, unused restored annual leave, plus any compensatory time you may have.

Shore Leave — CIVMARS also earn additional days of vacation called “shore leave” at the rate of one day of shore leave for each 15 calendar days on one or more extended voyages on MSC oceangoing ships. The CIVMAR does not earn shore leave during periods in which he/she is not assigned to a ship (i.e. in training, on leave, etc.). The minimum charge for using shore leave is one full eight-hour day; however, you may accumulate shore leave without a maximum limitation. Shore leave must be used throughout your career and not stock piled. Shore leave is lost upon separation and there is no entitlement to be paid for unused shore leave.

Sick Leave — Sick leave is used when a CIVMAR becomes ill or is injured and is unable to perform light duty. It is earned at the rate of four hours per pay period or 13 days each year and charged in one-hour increments. There is no limit to the amount of sick leave a CIVMAR may accrue in his/her career. When sick leave is diminished, annual leave may be used. If the CIVMAR does not have leave available when he/she becomes ill or injured and he/she is on a voyage, the employee is entitled to “continued pay” until he/she is returned to the CSU, MSFSC, or the ship returns to the port it normally operates from, whichever occurs first. “Continued pay” is essentially the employee’s base pay.

Advanced Sick Leave — An employee may request up to 240 hours (30 days) of advance sick leave to cover any unexpected medical condition. The request for advance sick leave must be submitted on a leave application, signed and supported by medical documentation. Upon return to duty status, the CIVMAR is required to pay back borrowed sick leave as it replenishes.

Sick Leave to Care for a Family Member with a Serious Health

Condition — Full-time employees may use up to 40 hours (5 days) of sick leave each leave year for family care and bereavement purposes. An additional 64 hours (8 days) may be used as long as a balance of at least 80 hours of sick leave is maintained.

Sick Leave for Adoption — *(Section 629(b) of Public Law 103-329, September 30, 1994.)* Federal employees are entitled to use sick leave for purposes related to the adoption of a child. In addition, employees may substitute sick leave retroactively for all or any portion of annual leave used for adoption-related purposes between September 30, 1991, and September 30, 1994.

Emergency Leave — The default authorization is 30 days and all requests for extensions must be approved in advance. The immediate family member, i.e., wife, parent, sibling, or family physician must contact the local Red Cross, provide information as to where the CIVMAR is, and explain the emergency situation.

The Red Cross will investigate and determine if the request is justified and valid. Embassy can help if there is not a Red Cross in areas like Philippines. Once Red Cross verifies it as a valid request, Red Cross will contact the ship, and ship’s management has the authority to approve leave in emergency situations.

Upon arrival in port, the CIVMAR is responsible for calling his/her MPS for further instructions. As soon as the emergency has ended, contact your MPS by phone or written/electronic correspondence.

Although emergency leave is authorized for 30 days, you must notify your MPS if you anticipate that the situation will exceed two weeks. If the situation will require more than 30 days, contact the Employee-Labor

Relations Branch to request LWOP or ask about other leave programs available.

Leave Without Pay (LWOP) — A temporary absence from duty without pay granted at management discretion upon the request of the employee.

LEAVE PROGRAMS

Listed below are the leave programs available on a case-by-case basis:

Family and Medical Leave Act of 1993 (FMLA) *(Public Law 103-3, February 5, 1993, Effective on August 5, 1993)* — Covered employees are entitled to a total of 12 administrative work weeks of unpaid leave (leave without pay) during any 12 month period for:

- (a) the birth of a son or daughter and care of the newborn;
- (b) the placement of a son or daughter with you for adoption or foster care;
- (c) the care of your spouse, son, daughter, or parent with a serious health condition; and
- (d) your own serious health condition that makes you unable to perform the duties of your position.

You may substitute unpaid leave for annual leave or sick leave in situations in which the use of sick leave is permitted under the FMLA.

Upon return from FMLA leave, an employee must be returned to his or her permanent position or to an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment.

Leave for Bone-Marrow or Organ Donation *(5 USC Section 6327 as amended by Public Law 106-56)* — Each calendar year, in addition to annual or sick leave, Federal employees are entitled to use up to 7 days of paid administrative leave to serve as a bone-marrow donor and up to 30 days of paid administrative leave to serve as an organ donor.

Federal Leave Sharing/Voluntary Leave Transfer *(Public Law 103-103, October 8, 1993, Permanent program effective since January 31, 1994.)* — Federal full-time employees may transfer accrued annual leave, not sick leave, to another federal employee who needs such leave because of a medical emergency that is likely to require an employee's absence from duty without available paid leave for at least 24 hours.



9. MSC Benefits

THE FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM (FEHB)

As a Federal employee, you are eligible to elect health insurance coverage without a medical examination or restriction because of age, current health or pre-existing conditions for you and/or your family. You have 60 days from the date of your eligible appointment to make an election. Once you elect your health insurance carrier and plan, it will be effective on the first day of the pay period following the pay period in which MSC receives your election form. Both the employee and the government share the cost of health insurance. The government provides up to 75% of the total premium – the employee pays the remaining amount. Unless otherwise waived, you will be covered under Premium Conversion, which means that your healthcare insurance premiums are deducted pre-tax, putting more money in your pocket and reducing your taxable income.

There are several plans from which to choose: a Health Maintenance Organization (HMO), Fee for Service (FFS), Point of Service (POS), Consumer Driven or High Deductible Health Plan with HAS or HRA. The various plans should be reviewed to make an informed decision for you and/or your family.

To enroll in the FEHB Program, complete the Health Benefits Election Form, SF 2809²⁴ (Revised October 2004). You may obtain an election form from MSFSC, the ship, CSU, or MSC's Web site at www.msc.navy.mil/civmar/benefits or www.opm.gov.

²⁴ See sample form in Appendix. To obtain a FEHB Plan Directory for specific plan details, call the phone numbers listed in the FEHB Comparison Guide.

If you do not enroll within the 60-day eligibility period, you will not have health insurance until a Qualifying Life Event (QLE) occurs or during an open season. QLE changes include marriage, divorce, birth or adoption of a child, death, etc. You will have 60 days from the date of the QLE to enroll. You are responsible for notifying MSFSC in a timely manner of these events.

Open season occurs each year from the second Monday in November to the second Monday in December, in which coverage becomes effective the first full pay period in January of the following year.

LWOP REGULATIONS REGARDING HEALTH COVERAGE

The Office of Personnel Management (OPM) published changes to the Federal Employees Health Benefits Program Handbook. All employees and/ or their family members are affected by the regulatory changes governing health benefits entitlements in a LWOP status.²⁵ Each pay period you are enrolled in the FEHB Program, you are responsible for payment of the employee share of the premiums.

When you enter into a LWOP status, or your pay is insufficient to cover the premium, you must:

- (a) Terminate the enrollment; or
- (b) Continue the enrollment and agree to pay the premium or incur a debt.

Terminating the Enrollment — If you elect to terminate your health insurance (or the coverage automatically terminates), the termination will take effect at the end of the last pay period in which premiums were withheld from pay. FEHB coverage will continue at no cost to you for an additional 31 days. During the 31 days, you and your covered family members may convert to an individual contract with an insurance carrier. The termination is not considered a break in continuous coverage necessary for continuing FEHB coverage into retirement. However, the period during which the termination is in effect does not count toward satisfying the required 5 years of continuous coverage.

If you want to restore your FEHB coverage upon your return and your pay becomes sufficient to cover your premium, you must re-enroll within 60 days.

²⁵ See Appendix.

Continuing the Enrollment — If you elect to continue your coverage, you must elect to pay the premiums directly or to incur a debt in the amount of the unpaid premiums. Health coverage may only continue for up to 365 days in a leave without pay status or while your pay is insufficient to cover the premiums, at which time your health benefits will be automatically terminated.

By electing to continue coverage, you agree to repay the resulting debt in full and to allow the debt to be collected by withholdings from any salary payments from the Federal Government. The withholding of your salary will be one to four addition premiums per pay period, depending on salary.

Agreeing to Pay the Premium — If you participate in premium conversion and you pay the premiums directly, or out-of-pocket, those payments do not reduce your taxable income. To pay premiums directly, mail a check or money order payable to “Deputy Disbursing Officer, MSFSC.” Include on the check your name, social security number and, on the memo line, add the words “FEHB premium for pay period __” for the date which premium payment is being made. Mail to:

MSFSC Financial Management Department
Attn: Deputy Disbursing Officer
PO Box 120
Virginia Beach, VA 23458-0120

Incurring a Debt — The amount of FEHB premiums are treated on a pre-tax basis only if a debt is incurred and the payments are deducted from your pay. If you elect to incur a debt or if you elect to pay directly but fail to pay the entire amount due each pay period, you will receive a notice from MSFSC Payroll Branch stating the total amount due. The notice will be sent either when you return to pay status, your pay becomes sufficient, or you separate from employment. If the amount due cannot be withheld in full from salary, it will be recovered from a lump sum payment of accrued leave,

income tax refunds, amounts payable under the Civil Service Retirement System or Federal Employees Retirement System, or any other source normally available for the recovery of the debt due the United States.

When you submit a Leave Request Form (SF-71) for shore, annual or sick leave, you must also complete the FEHB LWOP Election Form to be used if you are placed in a LWOP status. You may request the FEHB LWOP Election Form from your Master, Purser, CSU, Training Center, MSC Web site at www.msc.navy.mil/civmar/benefits or the Employee Benefits Branch.

To ensure that your election choices are properly processed, fax a copy to MSFSC-Benefits at (757) 417-4358 or mail it to:

MSFSC
Employee Benefits Branch
PO Box 120 ATTN: N173
Virginia Beach, VA 23458-0120

If you do not complete the FEHB Election Form, fail to attach the form to your Leave Request form, and/or fail to forward or fax a copy in a timely manner, your FEHB enrollment coverage **will be automatically terminated** within 31 days (45 days if you reside overseas).

DENTAL²⁶ AND VISION

The Federal government does not have a contractual obligation with carriers to offer dental and vision insurance. Regular dental and vision benefits that are part of a health plan’s FEHB benefit offering will be in the brochure’s benefit sections and on the summary page.

Other health plans offer dental and vision benefits separate from the officially offered benefits stated in the FEHB brochures. Such separate benefits are described on the “Non-FEHB Benefits” page in FEHB brochures. Any premium associated with non-FEHB benefits are paid directly to the health,

²⁶ See Appendix.

vision or dental plan. There is no government contribution toward the premium on non-FEHB benefits.

It is important that you do not choose a health plan based on dental and vision benefits alone. Remember to look at the entire benefits package when making your health plan decision.

FLEXIBLE SPENDING ACCOUNTS

The Federal Flexible Spending Account (FSA) program is a tax-qualified program based on the guidelines in sections 105, 125, and 129 of the Internal Revenue Code.

A Health Care FSA (HCFSA) pays for the uncovered or unreimbursed portions of qualified medical costs. A Dependent Care FSA (DCFSA) allows you to pay eligible expenses for dependent care with pre-tax dollars. All employee contributions to FSAs are made from pre-tax earnings, thereby increasing disposable income. There are no government contributions to the FSAFEDS program.

To establish a DCFSA or HCFSA, you must do so each year, during Open Season (2nd Monday in November to 2nd Monday in December). A FSA election is 100% VOLUNTARY. Eligible employees may elect up to \$5,000 for a DCFSA and \$4,000 for a HCFSA.

FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM (FEGLI)

The Office of Federal Employees’ Group Life Insurance (OFEGLI), which is a private contractor with the Federal Government, processes and pays claims under the FEGLI Program. The FEGLI Program provides federal employees with a term life insurance policy without cash value. As a new federal employee, you are automatically covered by Basic life insurance and the payroll office deducts premiums from your paycheck. In addition to Basic

coverage, there are three forms of Optional insurance available: Option A – Standard, Option B – Additional; and Option C – Family. You must have Basic insurance to elect any of the options. Enrollment in optional insurance is not automatic — you must take action to elect the options. Within the first 31 days after your eligible appointment, complete the FEGLI Election Form (SF-2817)²⁷ to waive coverage or to elect optional insurance coverage.

The cost of Basic insurance is shared between you and the Government and is not affected by your age. You pay two-thirds of the total cost and the Government pays one-third. For Optional insurance, you pay the full cost. The cost varies depending on your age.

THE FEDERAL EMPLOYEES’ COMPENSATION PROGRAM (FECA)

The Federal Employees’ Compensation Act (FECA) is a law that provides compensation benefits to civilians for rehabilitation, medical, surgical and necessary expenses to injured employees. It also provides compensation to dependents if the job-related injury or disease causes the employee’s death.²⁸

Medical Benefits — An employee is entitled to medical, surgical and hospital services and supplies needed for treatment of an injury as well as transportation for obtaining care. The injured employee has initial choice of physician and may select any qualified local physician or hospital to provide necessary treatment or may use agency medical facilities if available. Except for referral by the attending physician, any change in treating physician after the initial choice must be authorized by the Department of Labor (DoL), Office of Workers Compensation (OWCP). Otherwise, OWCP will not be liable for the expenses of treatment.

Compensation for Temporary Total Disability — An employee who sustains a disabling, job-related traumatic injury may request continuation of regular pay (COP) for the period of disability not to exceed 45 calendar

27 See sample in Appendix. Obtain forms from MSFSC, the ship, CSU or at www.msc.navy.mil/civmar/benefits.

28 See Appendix for additional information on the Worker’s Compensation Program.

days or sick or annual leave. If disability continues beyond 45 days or the employee is not entitled to COP, the employee may use sick or annual leave or enter a LWOP status and claim compensation from OWCP.

NOTE: To obtain compensation benefits for a traumatic injury, within 30 days of the injury, complete and forward Form CA-1 (Notification of Traumatic Injury) to MSFSC-Benefits. If medical treatment is needed, complete Form CA-16 within 48 hours to obtain authorization from your Supervisor or Master for treatment by a physician or hospital of your choice. Medical evidence of a disabling traumatic injury must be submitted within ten workdays to receive COP benefits.

When disability results from an occupational disease i.e., a condition which develops over a period of time, the employee is not entitled to COP. The employee may use sick or annual leave or enter a leave without pay status and claim compensation.

NOTE: To obtain compensation benefits for an Occupational Disease or Illness, within 3 days of the date you realized the disease or illness was caused or aggravated by the employment, complete Form CA-2 (Notification of Occupational Disease and Claim for Compensation) and forward to MSFSC-Benefits. You must submit specific detailed information and the checklist(s) (Form-35, A-H) that addresses the particular occupational diseases.

Anyone acting on behalf of an incapacitated injured employee, including a supervisor, may report the injuries by completing and signing the Form CA-1 or CA-2, and then submitting it to the employee’s supervisor.

Compensation for Loss of Wages — An employee can receive compensation payments for as long as the medical evidence shows that total or partial disability is related to the accepted injury or condition. An employee must be in a LWOP status before compensation for wage loss is payable. Lost wages may not be paid until after a three-day waiting period, except when permanent effects result from the injury or where the disability causing wage loss exceeds 14 calendar days. Compensation is generally paid at the rate of two-thirds of the salary if the employee has no dependents and three-fourths of the salary if one or more dependents are claimed.

If an employee suffers a permanent injury, which prevents a return to usual work, OWCP assists in obtaining reemployment. The Vocational Rehabilitation Program assists partially disabled employee(s) in returning to work. This can be accomplished through providing such services as counseling and guidance, vocational assessment, training, and assistance. If an employee refuses to participate in the rehabilitation program, OWCP will assume that rehabilitation would have resulted in return to work with no loss of earning capacity, and then reduce the compensation to zero.

Compensation for Permanent Effects of Injury — If, as a result of employment, an employee suffers permanent and/or partial disability or disfigurement, the FECA provides a schedule of payments for the loss or loss of use of specified members, functions, and organs of the body. The schedule award is paid when the medical evidence established that the part of the body has reached maximum medical improvement. It is paid on the same basis that wage loss compensation is paid, i.e., two-thirds or three-fourths of the employee's pay rate.

Leave Buy Back — If an employee uses his/her sick and/or annual leave due to an on-the-job injury, such leave may be repurchased. Any compensation payment is to be used to partially reimburse the agency for the leave pay. The employee must also arrange to pay the agency the difference between the leave pay based on 100% of the employee's usual wage rate and the compensation payment, which is paid at two-thirds or three-fourths of the wage rate. The agency will then restore the leave to the employee's leave record. If an employee repurchases sick or annual leave during the same tax year in which the leave was used, the amount repaid is excluded from the claimant's taxable income for the year.

NOTE: To obtain compensation for wage loss, permanent effects of injury, or leave buy back, complete Form CA-7, "Claim for Compensation on Account of Traumatic Injury or Occupational Disease," and forward to MSFSC-Benefits.

Compensation for Death — OWCP provides for payment of up to \$800 funeral expenses in death claims, and \$200 to the estate for the cost of terminating Federal employment status. If there is no child eligible for benefits, the widow or widowers monthly compensation is 50% of the employee's pay at the time of death. If there is a child or children eligible for benefits, the widow or widower is entitled to 45% and each child is entitled to 15%. If the children are the sole survivors, 40% is paid for the first child and 15% for each additional child shared equally. Survivor benefits are payable under workers' compensation only if the employee's death is caused by the injury for which compensation is being or could be paid. If the former employee was receiving workers' compensation benefits but had not made timely application for disability retirement (one year from the effective date of the removal-disability), no retirement survivor annuity can be paid.

Cost-of-Living Increases — Compensation payments on account of a disability or death which occurred more than one year before March 1st of each year are increased on that date by any percentage change in the Consumer Price Index published for December of the preceding year.

Settlements with Third Parties — Where an employee's injury or death in the performance of duty occurs under circumstances placing a legal liability on a party other than the United States, a portion of the cost of compensation and other benefits paid by OWCP must be refunded from any settlement obtained. OWCP will assist in obtaining the settlement and the Act guarantees that the employee may retain a certain proportion of the settlement (after any attorney fees and costs are deducted) even when the cost of compensation and other benefits exceeds the amount of the settlement.

Hearing, Review, and Appeal Rights — If an employee or his/her survivors disagree with a final determination of the OWCP, an oral hearing may be

requested in writing within 30 days of the decision. The employee will be given an opportunity to present an oral hearing or written evidence in further support of the claim. An employee may request review of the written record by a hearing representative appointed by the Director of OWCP (also within 30 days of the decision letter). A request, in writing, that OWCP reconsider its decision, must be made within one year of the date of the decision and sent to the appropriate district office. The employee or survivor may also request review by the Employees' Compensation Appeals Board (ECAB). Because the ECAB rules solely on the evidence of record at the time the decision was issued, no additional evidence may be presented.

RETIREMENT

If you were first hired after January 1, 1984 in a non-temporary appointment, you are covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered program consisting of a FERS annuity, Social Security, and Thrift Savings Plan.

FERS — The FERS annuity is based on 1% of your average high-3 basic salary, times the number of years worked. The annuity is a very small part of the retirement program. If you separate and request a refund of your retirement contributions from the OPM, you lose all credit for the service covered by the refund and it can never be used for any retirement benefit.

NOTE: If you have military service prior to 1957, it is fully credited to you without a retirement deposit required. Any military service after 1956 must have a military deposit paid for this service to count in your retirement SCD. The deposit is 3% of your military base pay, plus interest, if required. As a new employee, you have an interest free period of the first two years following FERS coverage, with the interest posted on the third anniversary date. This is called your interest accrual date (IAD). Interest is compounded each year on your IAD. You should check with your servicing civilian personnel office upon your return to see if you are entitled to other advantages as a result of the Uniformed Services Employment and Reemployment Rights Act (USERRA). If you are retired military, your service will not count for retirement purposes unless you waive your military retired pay (prior to retirement from your civilian job) and make a deposit for that service. You may obtain an instruction sheet on how to make military service deposits from the ship, Customer Support Unit, MSFSC or the MSC Web site at www.msc.navy.mil/civmar/benefits.

Social Security — When you become eligible for Social Security benefits, at age 62 or if you choose to apply at a later date, you will receive benefits based on the law in effect at that time. There are no offsets based on your Federal employment. Every two to four years, you should obtain your Form 7004, Personal Earnings and Benefits Estimate Statement from Social Security Administration to determine your potential benefits and to track your Social Security posting.²⁹

Thrift Savings Plan (TSP) — The TSP is a very important part of your FERS retirement. When you are first employed, you are eligible to participate in TSP. The government will establish an account for you whether or not you contribute. Currently, there are five funds available to which your contributions can be allocated. All of your contributions will be placed in the G Fund (most secure, government securities) until such time as you decided to allocate the distribution of your contributions to other funds. You will be able to allocate the distribution of your contributions once you receive your letter from the Thrift Savings Plan Service Office indicating that they have opened your account and assigned a Personal Identification Number (PIN). It is imperative that you safeguard your PIN. The other four funds consist of: F Fund (high risk, bond fund); C Fund (high risk, Standard & Poor's 500 stock fund); S Fund (high risk, small capitalization stock funds); and I Fund (high risk, international stock fund). Any whole percentage of the five funds may be allocated; however, the percentages must total 100%. You can allocate any whole percentage of future payroll contributions to any of the five investment funds and can redistribute existing account balances among the five investment funds by making an interfund transfer.

You may make an election at any time after your hire date. Your contributions will be effective at the beginning of the pay period following the one in which MSC receives your TSP-1 Form.³⁰ You can cancel and restart your TSP participation at any time.

²⁹ To obtain a Statement, visit www.ssa.gov or call SSA toll free at (800) 772-1213, 7 A.M. to 7 P.M. EST.

³⁰ See sample TSP-1 Form in the Appendix.

Approximately one year after your hire date, the government contributes 1% of your basic salary to your account, plus the government will match your contributions up to 4% (dollar for dollar for the first 3%, .5% for the next 2%) for a total of 5%. You are always vested in your money, its earnings, the matching contributions the agency makes and the earnings on the matching funds. However, you must be vested for 3 years in order to be entitled to the Agency Automatic 1% contributions and their earnings.

Rehired FERS employees, with a break in service of 31 or more full calendar days, are eligible to receive agency contributions as follows:

- (a) If previously eligible to receive agency contributions in a prior appointment, agency contributions will begin immediately.
- (b) If not previously eligible to receive agency contributions in a prior appointment, agency contributions will begin once they have met the required eligibility waiting period after date of rehire.

TSP Catch-Up Contributions³¹ — The President signed legislation (P.L. 107-304) on November 27, 2002, authorizing a program of tax deferred “catch-up” contributions. This program permits eligible Thrift Savings Plan (TSP) participants who are age 50 (or will turn 50 in the current calendar year) or older and are contributing the maximum amount to their TSP, to make tax-deferred “catch-up” contributions from their basic pay to their TSP accounts via payroll deductions. These contributions are a supplement to the participant’s regular employee contributions and do not count against the statutory contribution percentage limitations nor the Internal Revenue Code’s elective deferral limit. The maximum allowable amount for catch-up contributions is \$4,000 in 2005 and \$5,000 in 2006 and thereafter. Catch-up contributions are not eligible for matching contributions nor Agency Automatic (1%) Contributions. Catch-up contributions will be invested based on the same allocation distribution as the participant’s regular contributions. You can allocate any whole percentage of future payroll contributions to any

³¹ See Appendix.

of the five investment funds and can redistribute existing account balances among the five investment funds by making an interfund transfer.

Since the annual limit changes each year the participant must make a new election each year.

Eligible participants are able to elect and/or stop catch-up contributions at any time throughout the year.

To Enroll In TSP Or Catch-Up Contributions —

- Obtain TSP-1 to enroll or change contributions in TSP; TSP-1C to enroll or change catch-up contributions or TSP-3 to designate your beneficiary. Forms can be obtained from your Master, Purser, Customer Support Unit, MSFSC, MSC’s Web site at www.msc.navy.mil/civmar/benefits, or TSP’s Web site at www.tsp.gov.
- Submit only the TSP-1 or TSP-1-C Form(s) to: DON, MSFSC-Employee Benefits Branch, ATTN TSP, PO BOX 120, Virginia Beach, VA 23458-0120. Once your TSP account has been established and you receive a letter from the TSP Service Office, you may submit TSP-3 form directly to: Thrift Savings Plan Service Office, National Finance Center, PO Box 61135, New Orleans, LA 70161-1135. Do not send the form to the TSP Service Office until you have received their letter with your account PIN number.

Termination of Catch-up Contributions — Catch-up contribution elections will continue until the earliest of the following conditions:

- (a) The annual catch-up limit is reached;
- (b) The calendar year ends;
- (c) The participant elects to stop the contribution;
- (d) The participant enters a non-pay status during the year;
- (e) The participant receives a financial hardship in-service withdrawal; or
- (f) The participant stops his or her regular employee contributions.

Also, if an eligible participant elects a whole dollar amount that exceeds the amount of base pay earned in a specific pay period, deductions will not be made for TSP Catch-up (unless they were previously contributing during the current year at a lower allowable rate).

For more information, visit TSP’s Web site at www.tsp.gov or call the TSP Thrift Line at (504) 255-8777 or toll free at (877) 968-3778.

Annual Leave	An employee may use annual leave for vacations, rest and relaxation and personal business or emergencies. An employee has a right to take annual leave, subject to the right of the supervisor to schedule the time at which annual may be taken. Federal full-time employees earn between 13 and 26 workdays a year, accruing according to the total years of federal service. Those who previously served in the military may be entitled to additional leave benefits.
Sick Leave	An employee may use sick leave for: (a) personal medical needs, (b) care of a family member, (c) care of a family member with a serious health condition and (d) adoption related purposes. Sick leave is earned at the rate of 4 hours per pay period or 13 days each year.
Shore Leave	Additional vacation days earned at the rate of 1 day of shore leave for each 15 calendar days on one or more extended voyages on MSC oceangoing ships.
Health Insurance	Health insurance is available through the Federal Employment Health Benefits Program for Federal Civilian employees, without a medical examination or restriction because of age, current health, or pre-existing conditions. You are allowed to choose between self-only or self & family on a choice of plans from Fee-for-Service, HMO, POS, Consumer Driven or High Deductible Health Plan with HSA or HRA, within 60 days of your eligible appointment. The government will pay up to 75% of the total premium for any plan. If you elect coverage, it will begin on the 1 st day of the pay period following the date of receipt of FEHB Election Form. www.opm.gov/insure/health .
Dental & Vision Insurance	In accordance with Title 5 U.S. Code, the Federal Government does not have a contractual obligation with carriers of to offer dental and vision insurance. However, in addition to their contract, some carriers provide preventative care in individual health plans. Be sure to choose the insurance plan that is right for you. Visit www.opm.gov/insure/05/index.asp .

Flexible Spending Accounts (FSA)	FSA allows you to set aside pre-tax dollars through payroll deduction to pay for dependent care of healthcare expenses not reimbursed by your FEHB plan or any other medical, dental or vision care plan you or your dependent may have. Enrollment, changes and cancellations must be processed directly through FSAFEDS. See www.fsafoods.com .
Medicare	Federal health insurance program generally covering patients who are age 65 and older and some disabled persons. See www.medicare.gov for more information on Medicare eligibility.
Federal Employees Group Life Insurance Program (FEGLI)	Automatically enrolled in Basic Life Insurance, unless you waive the coverage. You are eligible to elect optional insurance within 31 days of your eligible appointment. FEGLI is a Term insurance policy without cash value.
Worker's Compensation	The Federal Employee's Compensation Act (FECA), administered by the Office of Workers' Compensation Programs, U.S. Department of Labor, provides compensation benefits to civilian employees of the United States for disability due to personal injury sustained while in the performance of duty and for employment-related disease. Benefits available to injured employees may include Medical Treatment (surgical/PT), Continuation of Pay (COP), Wage loss, Schedule Award, Leave Buy Back (LBB), Vocational Rehabilitation, and travel/medical reimbursement expenses. www.dol.gov/esa/owcp_org.htm .
Long Term Care Insurance Program (FLTCIP)	Covers long term care costs not covered under the FEHB program. Long term care, also called "custodial care," is help you receive when you need assistance performing activities of daily living – such as bathing or dressing yourself. If you accept for coverage, the government does not contribute any portion of the premiums. Enrollments, changes, and cancellation must be processed directly through the LTC partnership. See www.ltcfeds.com .

Retirement	All new employees first hired into a permanent position on or after January 1, 1984, are automatically covered by FERS. FERS is a three-tiered retirement plan of Social Security Benefits, FERS Basic Benefit, and the Thrift Savings Plan that work together to give a strong financial foundation for your retirement years. Certain other Federal employees not covered by FERS have the option to transfer into the plan. Previous federal employees may be covered under Civil Service Retirement System. See www.opm.gov/retire/index.asp .
Thrift Savings Plan (TSP)	TSP is a retirement savings and investment plan consisting of five funds for federal employees with before-tax savings and tax-deferred earnings. FERS employees are eligible to voluntarily contribute a percentage of whole dollar amount of their bi-weekly basic pay and, after one year of the initial appointment, receive a 1% agency automatic contribution and ad agency matching up to 4% of the basic pay. CSRS employees can voluntarily contribute up to 10% of basic pay, without agency contributions. Beginning in July 2005, there will no longer be designated open seasons. Also, beginning with the first pay period in December 2005 there will no longer be a percentage cap on the amount that an employee may contribute, however, there will be an IRS limit of \$15,000 in 2006 and \$16,000 in 2007. For more information, see www.tsp.gov/forms/pubintro.html .
Annuitant	Generally, when other retirees become a Federal employee there is NO reduction in their Federal pay or in their retirement pay or annuity. However, paid work may reduce Social Security retirement, survivors or disability benefits if earnings exceed the established limits. Federal Reemployed Annuitant may have their salary offset the amount of the annuity. For details, contact the Social Security Administration at (800) 772-1213 or see <i>Social Security – How Work Affects Your Benefits</i> at www.ssa.gov/pubs/10069.html .

Military Service Deposits	According to the Uniformed Services Employment and Reemployment Act (USERRA), your prior military service may be credited toward your retirement service compensation date if you have made a deposit for that service. If you have retired from the military and wish to make a deposit to convert your service to civil service, you must waive your military retirement pay at the time of your civil service retirement and the deposit must be paid in full. See www.msc.navy.mil/civmar/benefits/msd .
Social Security	In addition to benefits for retired workers, Social Security provides financial support to younger workers and their families who face a loss of income due to disability or the death of a family wage earner. The Social Security Administration sends an annual Social Security Statement to everyone who has paid Social Security taxes, to provide an estimate of the monthly benefit amounts you and your family may qualify for now in and in the future. See www.ssa.gov .
Civilian Employee Assistance Program (CEAP)	CEAP is a confidential counseling program available to employees to provide assessment, short term counseling and referral services for personal problems that affect job performance. You are eligible for three sessions per year at no cost. For more information call (800) 869-0276.
Unemployment Compensation for Federal Employees (UCFE)	You may be eligible for employment insurance if you are separated from your present job. Unemployment compensation is provided through the State in which the individual's last official duty station is located. Benefit levels and eligibility requirements vary from state to state. For further information about UCFE requirements and benefits visit the Department of Labor's Web site at www.workforcesecurity.doleta.gov/unemploy/unemcomp.asp .



10. Professional Development and Support

TRAINING OPPORTUNITIES

MSC offers internal and external training opportunities to all CIVMARS in accordance with current MSC policy and requirements for specific ratings and ship class. Internal training opportunities typically include classes taught by MSC at one of our in-house schools, such as Fire Fighting and Small Arms. External training includes classes offered by the Navy, other government agencies, maritime schools and other commercial vendors.

All newly hired personnel are required to attend mandatory training in Freehold, New Jersey or San Diego, California for three to six weeks of training. During this training, CIVMARS will receive Standards of Training, Certification and Watchkeeping 95 (STCW-95) required by the USCG and MSC specific training. All required training must be completed prior to ship assignment.

STCW-95 Required Training consists of:

Course	Length of Class	Refresher Period
Basic Shipboard Firefighting	3 days	5 years
First Aid	1 day	5 years
Personal Safety and Social Responsibility	1 day	5 years
Personal Survival	2 days	5 years

The US Coast Guard requires certificates of completion for STCW-95 training to be valid. Sea Service Books are not acceptable substitutes for STCW certificates.

MSC Specific Required Training consists of:

Course	Length of Class	Refresher Period
Damage Control	2 days	5 years
Chemical, Biological & Radiological Defense (CBR-D)	1 day	5 years
Small Arms*	3 days	Every year
Helicopter Firefighting	1 day	5 years
Naval Occupational Safety & Health (NAVOSH)	1 day	5 years
Environmental Programs	1 day	5 years
Anti-terrorism Awareness	1 day	Every year
Ammunition/Explosive Training*	3 weeks	Varies

* Designated Personnel only

Training matrices are currently being developed for all ship classes. These matrices will identify by rating and ship class the minimum training competencies crewmembers should have to adequately perform the jobs.

MSC also offers other training not contained on the Training matrices, which MSC determines to have value to the overall effectiveness of the organization.

UPGRADE TRAINING

When shortages of specific ratings occur, a supervisor may recommend a CIVMAR to be selected for Upgrade Training through merit promotion procedures. This training prepares CIVMARS to receive a higher endorsement to fill vacant positions by successfully completing the courses at specific training schools. Upgrade programs currently advertised include Fireman-Oiler-Water Tender (FOWT) Upgrade, Able Bodied Seaman (AB) Upgrade and Deck Officer Upgrade. Upon successful completion of an upgrade program, the CIVMAR must apply for the higher level position utilizing merit promotion procedures.

REIMBURSABLE TRAINING

MSFSC has a number of programs to assist mariners in obtaining higher-level credentials, such as USCG Licenses, Merchant Mariner Documents and related endorsements. In some cases MSFSC may reimburse mariners or pay for upgrade training. All training that will be paid for by the command, or reimbursed to a mariner must be approved before the class begins. Mariners are cautioned not to enroll in a course and expect reimbursement unless they entered into an agreement with MSFSC beforehand.

Mariners may find additional information on training in various Training Bulletins. These bulletins are published and updated as needs and programs change. Current bulletins include the following:

- AB Upgrade Program – Bulletin 01-04
- STCW Rating Forming of a Navigational Watch – Bulletin 01-01
- STCW Rating Forming of an Engineering Watch – Bulletin 02-01
- SRS Development Program – Bulletin 02-05
- Licensed Deck Officer Upgrade Opportunities – Bulletin 01-03

These bulletins and other schedules of MSC and Navy training may be found on the MSC website at: <http://www.msc.navy.mil>. Click on CIVMAR then click on Training.

Navy Knowledge Online — Navy Knowledge Online (NKO) is a web-based system that serves as the access point to education and training resources to help you attain professional and personal success. Any computer with Internet access can utilize the site. To log into NKO, you must have an active user account. Having an NMCI account **does not** mean there is an NKO account or that the user name will be the same.

NKO accounts are available to Navy, Marine Corps and Coast Guard (Active, Reserve, Retired and their Dependents), Civil Service, Delayed Entry Personnel, Naval Academy Midshipmen, and DoN Contractors. As a CIVMAR, you should be able to create an account by clicking the “Register as a new user” link on the login page of www.nko.navy.mil. If you are unable to create an account, use one of these method to contact the NKO help desk:

- COMM: (850) 452-1001, Option 1
- Toll Free: (877) 253-7122, Option 2
- DSN: 922-1001, Option 1
- email: nln.helpdesk@netc.navy.mil

The ship’s library maintains books and manuals to be loaned to you for self-study. If interested, contact the training officer to sign out the appropriate materials.

To Request Training — Contact your Department Head, Chief Mate, and/or Master or your MPS to request desired training.

MSFSC’s CIVMAR Training Branch processes all training requests for CIVMARS and provides information on training schedules, course descriptions, training requirements, etc., for required training, significant training and other professional training.

If you have any questions regarding training, call the CIVMAR Training Branch or the CIVMAR Support Center at (800) 793-5784. Information about Navy training can be obtained at <https://cantrac.cnet.navy.mil>.

AWARDS

The awards program recognizes and rewards an individual or team achievement that contributes to meeting organizational goals or improving

the efficiency, effectiveness and economy of the government. The awards program is designed to encourage full participation of all personnel at all levels in improving MSC, Department of the Navy, Department of Defense and government operations.³²

The following awards pay cash or grant time off either individually or to a group:

- **Special Act** — one-time act/service or achievement of a non-recurring nature, i.e. courageous handling of an emergency or the performance of a particular task or assignment with special effort or innovation.
- **On-the-Spot** — allows immediate reinforcement for exceptional performance beyond the normal bounds of a CIVMAR’S job.
- **Time Off Awards** — superior accomplishment or personal effort that contributes to the quality, efficiency or economy of government operations.
- **Overdue Relief Compensation Award** — payable to all mariners who have completed their four-month tour and have submitted their name to MSFSC 60 days in advance of their requested relief date, but who remained onboard and fulfilled the position requirements until proper relief arrives or otherwise relieved of duty.
- **MSC Shipmate of the Year** — all unlicensed CIVMARS are eligible.
- **MSC Mariner Award of Excellence** — awarded to CIVMARS below the rank of Master or Chief Engineer.
- **MSC Marine Employee of the Year Award** — one candidate selected from all MSC Mariner Award of Excellence winners.
- **MSC Distinguished Career Achievement Award** — civilian mariner officers of any rank with at least FIVE years of continuous service are eligible.

³² COMSC Instruction 12451.4a details the specifics for this program.

- **COMSC Special Act** — up to five officers nominated but not selected for the Distinguished Career Achievement Award.

PROMOTIONS

Military Sealift Command is an equal opportunity employer. Selections for promotions are made solely based on merit, fitness, and qualifications without regard to race, sex, color, creed, age, marital status, national origin, non-disqualifying handicap conditions, or any other non-merit factors.

You will be afforded many promotional opportunities throughout your career with MSC. As vacancies exist, MSC is proud to fill positions with excellent and deserving employees from within the ranks through merit promotion procedures in accordance with MSFSC's Merit Promotion Program.

Promotion Opportunity Announcements (POAs) are posted on official bulletin boards on all ships, CSUs, and on www.msc.navy.mil. Announcements list the minimum eligibility requirements and the knowledge, skills, and abilities (KSA) essential for successful performance in the position.

To earn the highest rating possible, it is your responsibility to submit a complete application package as indicated on the specific Promotion Opportunity Announcement and provide detailed information in response to the specific KSAs within the time limits of the announcement.

All application documents **MUST** be postmarked by the cut-off or closing date of the announcement. Applications received **before** the opening date or **after** the closing date will **not** be processed.

Completed applications will be accepted via mail, email, fax or in person. Late or incomplete applications will not be processed. Applications and supporting documents will not be returned or copied once submitted.

In order to be permanently promoted, the selectee must be:

- (a) Fit for duty
- (b) Clear of any adverse or disciplinary action
- (c) Able to obtain the appropriate security clearances
- (d) Performing Satisfactory – Selectees who are performing at a below satisfactory level at the time of selection are not eligible to be considered until their performance has improved
- (e) Trained – Must have completed the required training for the position and possess current training certifications as identified in the POA (Exception: possess previous commercial/military equivalent training, as deemed by the Training Specialist.)

If assistance is required to complete the application process, interested applicants should call our CSC at (800) 793-5784 and refer to the "How to Apply" section of the POA.

SURFACE RESCUE SWIMMING PROGRAM

To accomplish MSC's mission to supply food, fuel, equipment and ammunition, Vertical Underway Replenishments (VERTREPs) are performed using helicopters to load and unload cargo. The Surface Rescue Swimming (SRS) Program has been established to ensure the ability and readiness of rescue operations at sea. It is comprised of a cadre of CIVMARS who are trained and skilled to assist in the event of an emergency. As a collateral duty to their current rating, the Surface Rescue Swimmer evaluates the condition of survivors in the water and provides immediate medical (due to injury), physical (due to loss of mobility) and emotional (due to trauma of events) assistance to ensure their successful recovery. All participants must pass a variety of physical endurance tests, be medically fit and CPR Certified. Training to become a SRS is sponsored by MSC.

As an incentive for those interested in participating in the SRS Program, a CIVMAR who successfully completes and maintains his/her SRS Certification can receive:

- Compensation for hours earned while actively engaged in SRS activities in addition to his/her normal rate of pay.
- A graduation incentive cash award.
- Opportunities for on-the-spot monetary awards and time off awards based on aspects of service.

If you are interested in applying for the SRS Program, contact the CSC at (800) 793-5784 or the SRS coordinator at (757) 439-9349. You may also view program details online at www.msc.navy.mil.



11. Labor and Employee Relations

UNION REPRESENTATION

As a CIVMAR, you are eligible to become a member of, or assist one of the four unions that have agreements with MSC; however, membership is not a requirement for employment. The Union is the exclusive representative of all of the employees in their Unit, and the Union recognizes the responsibilities of representing the interests of all such employees with respect to grievances, personnel policies, practices and procedures or other matters affecting their general working conditions, subject to the limitations of their collective bargaining agreement.

Copies of the agreements appropriate for your position are maintained by the Pursers onboard the ships for you to review. Contact a representative of the respective union³³ to become familiar with your rights, benefits and responsibilities described in the specific agreement.

The following Labor organizations hold exclusive recognition rights:

- International Organization of Masters, Mates and Pilots (MMP) – AFL/CIO – represents all Masters and Licensed Deck Officers.
- District No. 1 – MEBA (AFL-CIO) – represents licensed marine engineers.
- Seafarers International Union (SIU) (GSD) / National Maritime Union of America (NMU) (AFL-CIO) – has five bargaining units:
 - (a) Supply and Junior Supply Officers in the Atlantic Fleet
 - (b) Steward Supervisory personnel in the Atlantic Fleet
 - (c) Chief Stewards, Second Stewards and Third Stewards in the Pacific Fleet
 - (d) Non-officer personnel assigned to ships in the Atlantic Fleet
 - (e) Non-officer personnel employed in the Pacific Fleet

NOTE: RET's/Supply Officers use the administrative grievance procedure.

³³ See Appendix for Union contact information.

DISCIPLINE

You are expected to observe and obey a variety of rules. In cases where these rules are not followed, MSC has discipline standards to correct deficiencies in an employee’s behavior, to maintain high standards of government service and to maintain the public’s confidence in MSC. All employees will be afforded due process in accordance with CMPI 750. Disciplinary actions may affect an employee’s pay, employment, promotion opportunities and training opportunities.

Crewmembers are advised that disciplinary action will be initiated for any misconduct (list not all-inclusive) regarding violation of the following:

Schedule of Charges —

- 1) Desertion.
- 2) Absence without leave from the ship.
- 3) Absence without leave from a leave or duty status or pool.
- 4) Missing the sailing of the ship.
- 5) Reporting aboard ship after the pre-sailing muster.
- 6) Willful disobedience or delay in carrying out a lawful command at sea.
- 7) Willful disobedience or delay in carrying out a lawful command in port.
- 8) Violation of Ship’s Orders,³⁴ not covered by other charges.
- 9) Willfully damaging the ship or her equipment or embezzling or willfully damaging any of her stores or cargo.
- 10) Sleeping, loafing or failure to attend to duties.
 - (a) Where no danger to persons or property is involved.
 - (b) Where danger to persons or property is involved.
- 11) Carelessness (such as poor engineering practices or poor seamanship) or failure to follow standard operating procedures that results in damage to the ship’s equipment, cargo or stores.

³⁴ See Ship’s Order, Section 3.

- 12) Negligent performance of duties.
 - (a) Where wastage or other cost is insubstantial.
 - (b) Where wastage or other cost is substantial.
- 13) Threatening or attempting to inflict bodily harm on any ship’s officer or supervisor.
- 14) Improper importation of goods.
- 15) Criminal, dishonest, infamous or notoriously disgraceful conduct adversely affecting the employee/employer relationship (on and off the ship).
- 16) Unlawful use or possession of marijuana, a narcotic or controlled substance.
- 17) Reporting for duty under the influence of intoxicants, marijuana, a narcotic or controlled substance.
- 18) Breach of security regulation or practice.
 - (a) Where restricted information is not compromised and breach is unintentional.
 - (b) Where restricted information is compromised and breach is unintentional.
 - (c) Deliberate violation.
- 19) Participating in a strike, work stoppage, slow-down, sickout or other job action.
- 20) Breach of safety regulation or practice.
 - (a) Where imminent danger to persons or property is not involved.
 - (b) Where imminent danger to persons or property is involved.
- 21) Abusive or offensive language, gestures or other conduct.
- 22) Refusal to provide a urine sample when required.
- 23) Substituting, adulterating or otherwise tampering with a urine sample, testing equipment or related paraphernalia.

- 24) Unauthorized possession and/or disclosure of any urinalysis test result.
- 25) Attempted or actual falsification, misstatement or concealment of a material fact, record, correspondence or other communication prepared in connection with the collection, handling, transportation or testing of urine samples.

*NOTE: A CIVMAR who fails to report back to the pool upon expiration of an approved leave of absence and fails to contact appropriate authorities will be in violation of Failure to Maintain Work Schedule Policy³⁵ and will be charged as **Absence With Out Leave (AWOL)**,³⁶ unless a later determination is made that the absence should be charged for appropriate leave. The Marine Placement Department shall attempt to establish contact with the employee to determine the employee's intention before initiating the appropriate disciplinary action as outlined in CMPI 750. Every CIVMAR is responsible for maintaining written or telephone contact with his/her detailer to ensure appropriate follow-up assignment.*

Severities of penalties range from a written reprimand to removal from employment and are dependent on the following factors:

- Nature and seriousness of the offense along with its relationship to the employee's position.
- The employee's past work record, including length of service, performance on the job and dependability.
- The employee's past disciplinary record, if any.
- The employee's defense/excuse to the charges.
- The character of the employee and his/her potential for future employment.
- Aggravating and/or mitigating circumstances surrounding the offense, if any.

³⁵ See Appendix for memo.

³⁶ See Leave, Section 8.

A word of advice: Obey Now, Grieve Later.

GRIEVANCES

A grievance is defined by law as any complaint, by a labor organization (union) or employee about any matter relating to the employment of the employee or the interpretation or claim of breach of a labor agreement or the violation, misinterpretation or misapplication of any law rule or regulation affecting the conditions of employment. You may file a grievance under the grievance procedure over issues/events that affect your conditions of employment.

The grievance procedure provides an important forum to allow employees to ask questions and express dissatisfaction. Employees who are represented by a union with a collective bargaining agreement (CBA) recognize possibility and election for MSPB or EEO routes, where applicable. All others must use the grievance procedure outlined in CMPI 750. Issues that may not be grieved are contained in the respective CBAs. Certain issues are excluded from the grievance procedure such as prohibited political activities, retirement, life and health insurance matters, suspensions or removals for national security reasons, examination, certification or appointment matters and any classification matter that does not result in a reduction in grade or pay.

Failure to adhere to the procedures and time limitations when filing a grievance may be cause for rejection of a grievance. For further information regarding the grievance process, contact your union representative, your supervisor, or the Employee-Labor Relations Office.

SEPARATION FROM EMPLOYMENT

The following types of separations and actions may occur to end your employment with MSC:

Separation During Trial Period — The first twelve months of employment is considered a trial period. If you fail to qualify for the job, either in performance or in conduct, you can be separated. If during the trial

period, your performance or conduct is not satisfactory or your initial security background is not complete or contains false information, you may be removed from employment, without appeal/grievance rights.

Termination of Temporary Employment — Occasionally, MSC will hire mariners for temporary employment on a time-limited appointment of one year or less. If you are hired in such a position, the temporary appointment may be terminated at any time due to deficiencies in your performance or conduct and the termination can neither be appealed nor grieved.

Removal for Cause — If you are a permanent employee who is not serving a trial period and you are removed from employment due to violating one of the Schedule of Charges,³⁷ misconduct and/or performance related issues, you will be notified of such in writing and afforded due process as required.

NOTE: An employee who is in the process of being involuntarily separated may resign at any time prior to the effective date of the involuntary separation.

Resignation — A resignation is a voluntary action taken by the employee to end employment with MSC at any time. No one can force you to resign. If you have an emergency situation at home, speak with the Master or contact Employee Relations to discuss your options before resigning.

If you decide to resign, you should inform your supervisor at least two (2) weeks prior to your last day. All efforts should be made to submit the resignation in writing. Once a resignation has been submitted, it cannot be withdrawn except at the discretion of the Director of Human Resources and Manpower Department. On your last day of employment with MSC, contact the Purser to complete your exit interview with the Master. An employee who resigns while assigned to a ship is not entitled to any costs associated with his/her transportation to his/her main residence. Employees who resign when not attached to a ship may contact the MSFSC Employee Benefits Branch to discuss separation benefits/entitlements.

³⁷ See Discipline, Section 9.

Separation for Disability — If you cannot perform the duties of your position because of a physical or mental condition, you may be separated for disability.

Reduction in Force (RIF) — Due to various causes, such as change in manning scales, lay-up of vessels, etc., it may become necessary to reduce the number of personnel currently employed by MSC. If a Reduction-In-Force occurs, affected employees will be notified of such and afforded applicable due process. Mariners affected are reassigned, placed on leave or separated.

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ACRONYMS

The following table should reflect acronyms used in this handbook.

AWOL	Absent Without Leave
CAC	Common Access Card
CBA	Collective Bargaining Agreement
CBR-D	Chemical Biological Radiological Defense
CEAP	Civilian Employment Assistance Program
CIVMAR	Civilian Mariner
CMPI	Civilian Marine Personnel Instruction
COMSC	Commander Military Sealift Command
COMSCINST	Commander Military Sealift Command Instruction
CONUS	Continental United States
COP	Continuation of Pay
CPO	Chief Petty Officer
CSC	CIVMAR Support Center
CSRS	Civil Service Retirement System
CSU	Customer Support Unit
DCFSA	Dependent Care Flexible Spending Account
DoD	Department of Defense
DoN	Department of Navy
ECAB	Employee Compensation Appeal Board
EEO	Equal Employment Opportunity
FECA	Federal Employees Compensation Act
FEGLI	Federal Employees Group Life Insurance Program
FEHB	Federal Employee Health Benefit
FERS	Federal Employee Retirement System
FMLA	Family Medical Leave Act
FMO	Fleet Medical Officer
FOIA	Freedom of Information Act
FPO	Fleet Post Office
FSA	Flexible Spending Account
GOV	Government Owned Vehicle

A1: Acronyms

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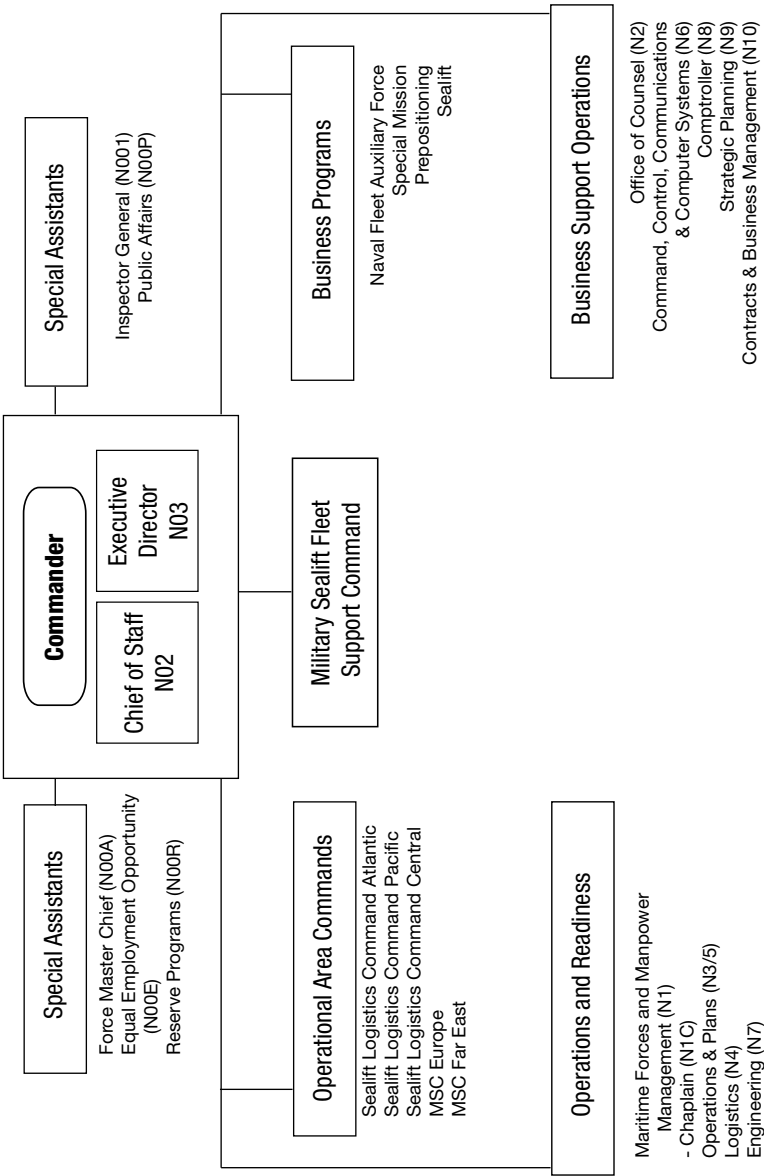
HCFSA	Healthcare Flexible Spending Account
HMO	Health Maintenance Organization
ISM	International Safety Management
JTR	Joint Travel Regulations
KSA	Knowledge, Skills and Abilities
LES	Leave and Earnings Statement
LWOP	Leave Without Pay
MPS	Marine Placement Specialist
MSC	Military Sealift Command
MSFSC	Military Sealift Fleet Support Command
MSO	Medical Services Officer
NAVOSH	Navy Occupational Safety and Health
NEO	New Employee Orientation
NFAF	Naval Fleet Auxiliary Force
NKO	Navy Knowledge Online
NTE	Not To Exceed
OPF	Official Personnel File
OPM	Office of Personnel Management
OWCP	Office of Worker's Compensation Program
POA	Promotion Opportunity Announcement
POSH	Prevention of Sexual Harassment
QLE	Qualifying Life Event
S&Q	Subsistence and Quarters
SAVI	Sexual Assault Victims Intervention Program
SECNAV	Secretary of the Navy
SF	Standard Form
SMS	Safety Management System
SSN	Social Security Number
STCW	Standards of Training Certification & Watchkeeping
TDY	Temporary Duty Assignment
TSP	Thrift Savings Plan
UCFE	Unemployment Compensation for Federal Employees
USCG	United States Coast Guard

A1: Acronyms

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USN	United States Navy
USNS	United States Naval Ship

MSC ORGANIZATIONAL CHART



THE NAVAL FLEET AUXILIARY FORCE

The ships of Military Sealift Command's Naval Fleet Auxiliary Force are the lifeline to U.S. Navy ships at sea. Providing fuel, food, ammunition, spare parts and other supplies, Naval Fleet Auxiliary Force, or NFAF, ships enable the Navy fleet to operate at the highest operational tempo possible. NFAF ships provide underway replenishment services to U.S. Navy ships worldwide alleviating the need for them to constantly return to port for supplies.

Military Sealift Command's Naval Fleet Auxiliary Force Program is crewed by civilian mariners and is growing. There are approximately 37 government-owned vessels. Those ships are:

- fleet ocean-going tugs (5)
- fast combat support ships
- fleet replenishment oilers (14)
- combat stores ships (6)
- ammunition ships (6), and
- hospital ships that are kept in a reduced operating status.

Besides delivering supplies at sea, NFAF ships also conduct towing and salvage operations and serve as floating medical facilities.

The underway replenishment oilers, such as USNS Henry J Kaiser, USNS Kanawha and USNS Guadalupe, provide underway replenishment of fuel to Navy ships at sea and jet fuel for aircraft assigned to aircraft carriers. Some of the newest MSC underway replenishment oilers have double hulls.

The combat stores ships, such as USNS Niagara Falls, USNS San Jose and USNS Spica, provide underway replenishment of all types of supplies, ranging from repair parts to fresh food and clothing.

The ocean-going tugs, such as USNS Catawba and USNS Sioux, provide the Navy with towing service, and, when augmented by Navy divers, assist in the recovery of downed ships and aircraft.

Ammunition ships, such as USNS Mount Baker and USNS Shasta, ensure that Navy battle groups are the highly mobile “sea bases” they must be to deter aggression and protect U.S. interests. These ships efficiently move tons of ammunition through a combination of at-sea, side-by-side line transfers and vertical lifts via helicopters.

The T-AKE is a new Combat Logistics Force (CLF) Underway Replenishment Naval vessel that provides effective fleet underway replenishment capability at the lowest life cycle with civilian mariner crews augmented by a military department. The T-AKE, such as USNS Lewis And Clark (Dry Cargo/Ammunition ship), will transfer cargo — ammunition, food, limited quantities of fuel, repair parts, ship store items and expendable supplies — at sea to station ships and other naval warfare forces from sources of supply like friendly ports, or from sea using specially equipped merchant ships.

The Navy's two hospital ships, the USNS Comfort and USNS Mercy, are also part of the NFAF program. Designed to provide emergency, on-site care for U.S. combat forces, The Comfort and Mercy each contain 12 operating rooms and a 1,000-bed hospital facility. These ships are normally kept in a reduced-operating-status. When called into action, they can be ready to sail in five days with a crew of 70 civilian mariners and a medical staff of more than 1,200 military medical personnel.

The Naval Fleet Auxiliary Force began in 1972 with the transfer of the fleet oiler Taluga to MSC after a series of tests showed civilian crews could operate the Navy's fleet support ships more efficiently than Navy sailors. The impressive cost savings resulting from the use of MSC civilian crews continues to grow each year as Military Sealift Command assumes more of the Navy's combat logistics role. In the next few years, MSC expects that trend to continue, as additional Navy resupply ships and missions are transferred to the command.

In the years to come, the Naval Fleet Auxiliary Force will continue to be a vital, highly-productive and important support element for the U.S. Navy. NFAF plays an essential part in the Navy's ability to position itself “Forward...From the Sea.”

SPECIAL MISSION PROGRAM

MSC's Special Mission Program controls 24 ships that provide operating platforms and services for unique U.S. military and federal government missions. Oceanographic and hydrographic surveys, underwater surveillance, missile flight data collection and tracking, acoustic surveys and submarine support are just a few of the specialized services this program supports.

MSC operates one cable-laying ship, USNS Zeus, that transports, deploys, retrieves and repairs submarine cables. Special mission ships make it possible for us to better understand, manage and interact with undersea land masses, global waterways and the creatures that inhabit them, including man.

A4: Shipboard Organization

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SHIPBOARD ORGANIZATION

All MSC afloat positions have titles and pay similar to their counterparts in the maritime industry. These ranks are used administratively to determine assignment type of quarters, messing facilities and a chain of command. The following position titles may be found aboard MSC CIVMAR manned ships:

Deck	Engine	Supply
Master	Chief Engineer	Supply Officer
1 st Officer (Chief Mate)	1 st Assistant Engineer	Junior Supply Officer
2 nd Officer	2 nd Assistant Engineer	Chief Steward
3 rd Officer	Deck Engineer	Yeoman Storekeeper (YNSK)
Radio Officer	Chief Electrician	Assistant Yeoman Storekeeper
Boatswain	Electrician	Chief Cook
Boatswain Mate	Refrigeration Engineer	Steward Cook
Able Seaman	Pumpman	2 nd Cook/ 2 nd Cook Baker
Ordinary Seaman	Deck Mechanic/Machinist	3 rd Cook
	Unlicensed Junior Engineer	Cook Baker/Night Cook Baker
	2 nd Electrician	Assistant Cook
	2 nd Refrigeration Engineer	Supply Utilityman
	3 rd Refrigeration Engineer	Laundryman
	Engine Utilityman	
	Oiler	
	Fireman Watertender	
	Wiper	

Medical	Purser	Communications
Medical Services Officer	Purser (Officer)	Ships Communication Officer
		Chief Radio Electronics Technician
		1 st Radio Electronics Technician
		2 nd Radio Electronics Technician

A5: EEO Policy

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DEPARTMENT OF THE NAVY
COMMANDER
MILITARY SEALIFT FLEET SUPPORT COMMAND
1283 TOW WAY DRIVE
NORFOLK, VA 23511-2419

12713
NOO
18 Jan 06

MEMORANDUM

Subj: EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

1. The Military Sealift Fleet Support Command has a vital mission to accomplish combat fleet logistics worldwide – one that cannot be accomplished without the talent, dedication and skill of the men and women who carry out our work. We all bear two fundamental obligations: first, to do our own jobs to the best of our ability and secondly, to ensure that our coworkers and those we supervise are given a respectful, supportive environment that allows them to do theirs.
2. I am personally committed to making the Military Sealift Fleet Support Command a model employer with a diverse and effective workforce. To achieve this goal it is essential that managers and supervisors maintain an atmosphere where employees and applicants for employment are judged solely on the basis of merit and ability. We want to create an atmosphere where there is respect for the strength brought to our workforce when we have employees with a wide range of backgrounds and experiences. In order for this to be accomplished we must all be committed to the principles of Equal Employment Opportunity.
3. It is the policy of Military Sealift Fleet Support Command to provide Equal Employment Opportunity (EEO) to all employees, former employees and applicants for employment regardless of race, color, religion, sex, national origin, age, physical or mental handicapping condition or reprisal for prior participation in protected EEO activity.
4. Discrimination on the basis of sexual orientation is not covered under 29 CFR 1614, however it is a prohibited personnel practice as set forth in Executive Order 13087. If you believe you have been discriminated against based on sexual orientation you may seek assistance either from the Merit Systems Protection Board, Office of Special Counsel, Negotiated Grievance Procedure or Agency Grievance Procedures.
5. If you believe you have been discriminated against due to race, color, religion, sex, national origin, age, physical or mental handicapping condition or reprisal for prior participation in protected EEO activity you must seek EEO counseling on the matter within 45 calendar days of the date of the alleged discriminatory incident, or within 45 days of an alleged discriminatory personnel action.
6. For all civilian mariner complaints please contact Ms. Beatrice Wilson, EEO Complaints Manager at 757-417-4267 or Beatrice.Wilson@navy.mil. For all ashore complaints please contact your respective Human Resource Office, EEO representative.
7. This policy must be posted on all official bulletin boards ashore and afloat.

C. M. POTTENGER
Rear Admiral, U.S. Navy

Distribution:
All MSFSC (Ships and shore stations)

PROCEDURES FOR FILING AND PROCESSING AN EEO COMPLAINT OF DISCRIMINATION

If you feel you have been discriminated against because of race, color, religion, sex, national origin, age (40 & over), or a handicapping condition (mental or physical), you have a basis for filing an EEO complaint. Please note that sexual harassment is a form of discrimination based on sex. The following covers the steps you will need to take to file your individual or group complaint:

INDIVIDUAL COMPLAINT

Step 1: Informal Pre-Complaint

Within 45 days of the alleged discriminatory incident, or the effective date of an alleged discriminatory personnel action, you must contact the EEO Office or an EEO Counselor. All complaints originating from CIVMARS will be forwarded directly to the EEO Office for processing. The responsibility for forwarding the written complaint rests with the complainant and not the ship's officers or fellow crewmembers.

Your EEO counselor will listen to your complaint and advise you on the following:

- time limits for filing your formal complaint;
- your right to remain anonymous during the informal counseling phase; and
- your protection from restraints, interference, coercion, discrimination, or reprisal during the presentation of and after the complaint.

Step 2: EEO Counseling

Your EEO Counselor has 30 calendar days from the first contact with you to make informal inquiries and to attempt an informal resolution of your complaint. EEO Counselors are fact-finding individuals and must remain impartial throughout the inquiry. The EEO Counselor cannot represent you or management.

Step 3: Filing a Formal Complaint

Your formal complaint must be made in writing, signed by the complainant, and delivered to the Deputy EEO Officer within 15 calendar days from receipt of the Notice of Final Interview

by the EEO Counselor. The formal complaint is considered filed on the date it is received by the designated official, if delivered in person, or on the postmark date, if it is mailed.

Step 4: Acknowledgment of Receipt of Formal Complaint

The Deputy EEO Officer will acknowledge receipt of your complaint in writing and, if the complaint is accepted, will request an investigator from the Civilian Personnel Management Service, Office of Complaint Investigations, Columbia, MD. The investigator has 180-calendar days from the filing date of your formal complaint to complete an investigation and issue an investigative file.

Step 5: Investigative Report

You or your representative will be furnished a copy of your investigative report. If you are not satisfied with the investigation or if your complaint has not been resolved with management, you may request a Secretary of the Navy decision, with or without a hearing. This must be done within 30 calendar days of receipt of the investigative report and the request must be made in writing and forwarded to the EEO Office.

NOTE: Even if you request a final agency decision prior to the 30th day, settlement of the complaint can take place at any time prior to the issuance of the final agency decision by the SECNAV.

Step 6: Request for a Decision

If you request an immediate decision by SECNAV without a hearing, the Deputy EEO Officer will forward the case file within one (1) business day by overnight mail, to the Deputy Assistant Secretary of the Navy, Naval Complaints Adjudication Review Division (NAVCARD), Arlington, VA. A copy of the transmittal letter will be sent to you and/or your representative. The NAVCARD will forward a final decision to the Deputy Assistant Secretary of the Navy (Civilian Personnel Policy/Equal Employment Opportunity), who will issue the final agency decision on behalf of SECNAV within 60-calendar days of the date of the request for the immediate final agency decision.

If you request a decision from SECNAV with a hearing, the Deputy EEO Officer will request the assignment of an Administrative Judge (AJ) from the Equal Employment Opportunity

A5: EEO Complaint

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Commission and forward a copy of the case file. You and/or your representative will be sent a copy of the transmittal letter.

Step 7: Hearing

The AJ from the Equal Employment Opportunity Commission (EEOC) will be assigned to your case. The AJ will review your file, schedule and conduct a hearing and have the hearing proceedings recorded and transcribed verbatim.

After the hearing is completed the AJ will analyze the findings and forward a recommendation along with your complete case file, to the NAVCARD for preparation of a final agency decision (FAD) by the Deputy Assistant Secretary of the Navy (Civilian Personnel Policy/Equal Employment Opportunity) on behalf of the SECNAV.

Step 8: Appeal to the EEOC Office of Federal Operations (OFO)

If you are dissatisfied with the final agency decision you may appeal directly to the EEOC, Office of Federal Operations. Your appeal must be filed with the OFO within 30 calendar days from receipt of the final agency decision. The EEOC will then issue a decision on your appeal.

Step 9: Civil Action in Federal District Court

If you are dissatisfied with the EEOC decision you will have 90 calendar days to file a civil action in federal district court. Please note that the normal time requirements to file court action do not apply to age discrimination cases.

CLASS COMPLAINTS

A class complaint is one involving a large group of persons who feel that have all been discriminated against in the same way with respect to race, color, religion, sex, national origin, age (40 and over), or handicapping condition (mental or physical).

A class complaint must be filed by the class agent (a member of the class who is chosen by the class to represent them during the processing of the complaint) or the agent's representative. An individual who wishes to be an agent, and who believes he or she has been discriminated against, must contact the EEO Officer within 45 calendar days of

A5: EEO Complaint

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the matter giving rise to the personnel action, or the date the aggrieved person knew or reasonably should have known of the discriminatory event or personnel action.

For detailed information on the processing of class complaints, please contact the EEO Office.



DEPARTMENT OF THE NAVY
COMMANDER
MILITARY SEALIFT FLEET SUPPORT COMMAND
1283 TOW WAY DRIVE
NORFOLK, VA 23511-2419

12713
NOO
18 Jan 06

MEMORANDUM

Subj: POLICY AND PROCEDURES FOR PREVENTING AND ELIMINATING
HARASSING CONDUCT IN THE WORKPLACE

1. This Policy is intended to assure that the Military Sealift Fleet Support Command (MSFSC) is taking all necessary steps to prevent sexual harassment and other forms of harassing conduct in the workplace, and to correct harassing conduct that occurs before it becomes severe or pervasive. It aligns and updates MSFSC policy with the Department of the Navy's long-standing policy on harassment in light of the Supreme Court's decisions in *Faragher v. Boca Raton*, 524 U.S. 775 (1998), and *Burlington Industries, Inc. v. Ellerth*, 524 U.S. 742 (1998).

2. This policy applies to all civilian Mariners under MSFSC cognizance at sea or at shore-based facilities/offices. MSFSC shoreside employees should contact their respective Human Resource Office, EEO representative for procedures on reporting harassing conduct in the workplace.

3. **The Definition of Sexual Harassment.** Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal conduct of a sexual nature when:

- Submission to or rejection of such conduct is made a condition of an individual's employment.
- Submission to or rejection of such conduct is made a basis of employment decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

This definition also applies to any person, regardless of gender, who makes unwelcome verbal comments or gestures, or engages in sexually oriented teasing or spreading of rumors. Telling jokes of a sexual nature, making sexual innuendos, or physical conduct of a sexual nature can constitute sexual harassment or sexual assault.

4. **The Definition of Harassing Conduct.** For the purpose of this Policy, harassing conduct is defined as any unwelcome verbal or physical conduct based on any characteristic protected by law when:

- The behavior can reasonably be considered to adversely affect the work environment; or

Subj: POLICY AND PROCEDURES FOR PREVENTING AND ELIMINATING
HARASSING CONDUCT IN THE WORKPLACE

b. An employment decision affecting the employee is based upon the employee's acceptance or rejection of such conduct.

This definition covers all forms of harassment, including race, color, gender (both sexual and non-sexual), age, national origin, disability, and religion.

5. **Policy Statement.** MSFSC is committed to maintaining EEO principles; including a workplace free of discriminatory harassment, and the development of a comprehensive anti-harassment policy to prevent harassment on all protected bases, including race, color, religion, sex (sexual or non-sexual), national origin, age, disability, and reprisal. MSFSC does not permit any type of harassing conduct by anyone in the workplace.

MSFSC has determined that the most effective way to maintain a workplace free of discriminatory harassment is to immediately address and correct harassing conduct, even if it does not rise to the level of harassment actionable under title VII of the Civil Rights Act of 1964, as amended. A hostile environment claim under title VII usually requires showing a pattern of offensive conduct. The Command will not wait for such a pattern to emerge. Rather, the Command will initiate appropriate corrective action, including proposing disciplinary action if warranted, before the harassing conduct is so pervasive and offensive as to constitute a hostile environment. In the usual case, a single utterance of an ethnic, sexual, or racial epithet that offends an employee would not be severe enough to constitute unlawful harassment in violation of Title VII; however, it is the Command's view that such conduct is inappropriate and must immediately be addressed. The Command will not tolerate retaliation against any employee for making a good-faith report of harassing conduct under this or any other policy or procedure, or for assisting in any inquiry about such a report. Complaints of such retaliation shall be handled pursuant to the procedures in the Policy. This policy is separate and apart from any collective bargaining agreement or statutory complaint process covering harassment.

6. **Reporting Harassment.** The procedures for reporting incidents of harassing conduct are as follows:

a. Any person who believes that he or she has been the subject of an incident of harassing conduct in violation of this policy should report the incident to: anyone in the complainant's supervisory chain; or a complainant may seek informal EEO counseling directly with the MSFSC Equal Employment Opportunity Office. **For all civilian mariner complaints please contact Ms. Beatrice Wilson, EEO Complaints Manager at 757-417-4267 or Beatrice.Wilson@navv.mil.**

All information will be maintained on a confidential basis to the greatest extent possible. The maintenance of records and any disclosures of information from these records shall be in complete compliance with the Privacy Act, 5 U.S.C. 552a.

Subj: POLICY AND PROCEDURES FOR PREVENTING AND ELIMINATING
HARASSING CONDUCT IN THE WORKPLACE

Such information, however, may have to be disclosed to defend the command in any litigation to which the information may be relevant and necessary. Further, information may need to be disclosed to those officials and employees within MSFSC with a need to know in order to carry out the purpose and intent of this Policy.

7. Responsibilities of Civilian Mariners

All Civilian Mariners shall be responsible for:

- a. Acting professionally and refraining from harassing conduct;
- b. Becoming familiar with the provisions of this Policy, complying with all requirements of the Policy, and cooperating with any inquiry under this Policy; and
- c. Promptly reporting any incident of harassing conduct that he or she experiences before it becomes a pattern of misconduct so pervasive and offensive as to constitute a hostile environment. The Command cannot correct harassing conduct if the conduct is not known. When an employee unreasonably fails to take advantage of this procedure and does not promptly report an incident of harassing conduct as set forth herein, the command reserves the right to raise this failure to report as a defense against a suit for harassment, in accordance with *Faragher* and *Ellerth*.

8. Inquiries into Allegations of Harassing Conduct.

Any level supervisor or manager who receives an allegation or witnesses harassing conduct shall immediately:

- a. Inform the EEO Complaints Manager or other EEO staff specialist as to what further action is required;
- b. In consultation with EEO, take action to stop any harassing conduct and prevent further harassment while the allegations are being investigated, including granting of appropriate interim relief to the alleged victim of the harassing conduct;
- c. In consultation with EEO, document the allegation(s) received and his or her efforts to address it; and
- d. Contact an Employee Relations Specialist, MSFSC N1 to determine if disciplinary action is appropriate. If appropriate, initiate discipline action in accordance with procedures outlined in Civilian Marine Personnel Instruction (CMP1 750).

Subj: POLICY AND PROCEDURES FOR PREVENTING AND ELIMINATING
HARASSING CONDUCT IN THE WORKPLACE

9. Responsibilities of Supervisors and Managers

All supervisors and managers shall be responsible for:

- a. Acting promptly and appropriately to prevent harassment in the workplace, and retaliation against those who complain of harassment;
- b. Reporting, pursuant to procedures set forth under Reporting Harassment, any incident of harassing conduct that they witness or is otherwise brought to their attention;
- c. Receiving and handling allegations of harassing conduct promptly and appropriately, utilizing the procedures set forth under Inquiries into Allegations of Harassing Conduct;

10. Responsibilities of EEO. When the EEO Complaints Manager, or other EEO staff specialist receives an allegation of harassing conduct, either directly by the complainant or through a supervisor, manager or other source, he or she shall:

- a. Ensure that a prompt, thorough, impartial and appropriate informal investigation is conducted.
- b. Recommend appropriate action to stop any harassing conduct and prevent further harassment, including granting appropriate interim relief to the alleged victim of harassing conduct while the allegations are being investigated.
- c. While an informal investigation is conducted, a written summary of the fact-finding shall be prepared by the individual conducting the informal investigation, in consultation with the EEO Complaints Manager. The summary may be brief, depending on the complexity and seriousness of the case. The summary shall be prepared promptly after completion of the inquiry and shall be submitted to the EEO Complaints Manager and the supervisor who is responsible for taking disciplinary action against the alleged harasser, once the allegations are substantiated.
- d. The summary of the informal investigation or other documentation prepared under this procedure shall be kept confidential, to the extent possible. The maintenance of records and any disclosures of information from these records shall be in complete compliance with the Privacy Act, 5 U.S.C. 552a. Such information, however, may have to be disclosed to defend the Command in any litigation to which the information may be relevant and necessary. Further, information may need to be disclosed to those officials and employees within the Command with a need to know in order to carry out the purpose and intent of this Policy.

A6: Harassment Policy

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Subj: POLICY AND PROCEDURES FOR PREVENTING AND ELIMINATING
HARASSING CONDUCT IN THE WORKPLACE

11. Action to be taken upon completion of the Informal Investigation.

Upon completion of the informal investigation, and in consultation with the EEO Complaints Manager, management shall promptly evaluate the evidence and determine the appropriate action to take. This responsibility shall rest with the first line supervisor of the employee alleged to have engaged in the harassing conduct unless such supervisor is involved in the allegation. The EEO Complaints Manager shall be informed of this decision, including a decision not to act. In cases of complex or egregious alleged harassing conduct, the supervisor and EEO Complaints Manager should seek the advice of the Director, EEO and/or the Office of General Counsel.

Where the informal investigation establishes that an employee did engage in harassing conduct under this Policy, he or she shall be subject to appropriate disciplinary action, up to and including removal in accordance with CMPI 750.

Where the informal investigation establishes that a manager or supervisor did not properly carry out the responsibilities provided for under this Policy, he or she shall be subject to appropriate disciplinary action, up to and including removal in accordance with CMPI 750.

12. This Policy is to be posted on all official bulletin boards ashore and afloat.


C. M. POTTINGER
Rear Admiral, U.S. Navy

Distribution:
All MSFSC (Ships and shore stations)

A7: Drug Testing

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DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

DEC 13 2005

MEMORANDUM FOR DISTRIBUTION

Subj: GENERAL NOTICE OF DRUG TESTING FOR NEW EMPLOYEES UNDER
DEPARTMENT OF THE NAVY DRUG-FREE WORKPLACE PROGRAM

On September 15, 1986, President Reagan signed Executive Order 12564 establishing the goal of a Drug-Free Federal Workplace. The Executive Order made it a condition of employment for all Federal employees to refrain from using illegal drugs on or off duty. The Department of the Navy (DON) Drug-Free Workplace Program (DFWP), developed to implement the Order, is designed to accomplish these goals through deterrence, identification, rehabilitation, and personnel action. While the DON will assist employees with drug problems, it must be recognized that employees who use illegal drugs are primarily responsible for changing their own behavior and actions.

Illegal drug use by any civilian employee of the DON is incompatible with the maintenance of high standards of conduct and performance. Moreover, illegal drug use could adversely affect personnel safety, risk damage to government and personal property, and significantly impair day-to-day operations. The DON program is aimed at identifying illegal drug users in order to maintain a safe, secure workplace and efficient DON operation.

The determination that an employee uses illegal drugs may be made on the basis of direct observation, a criminal conviction, the employee's own admission, other appropriate administrative determination or by a confirmed positive drug test. The program subjects all civilian appropriated and non-appropriated fund employees to drug testing under the following conditions:

- a. When there is a reasonable suspicion that the employee uses illegal drugs.
- b. As part of an authorized examination regarding an accident or unsafe practice.
- c. As a part of or as a follow-up to counseling or rehabilitation for illegal drug use.

In addition, certain employees occupying specifically designated sensitive positions within the DON will be subject to random drug testing. These are called Testing Designated Positions (TDPs).

A7: Drug Testing

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a. Employees in this category will receive individual written notices that their positions have been included in the activity random testing pool at least 30 days prior to actual testing.

b. Employees selected for, or otherwise placed in, a test-designated position will be subject to a drug test prior to final selection/placement and to random testing thereafter.

c. Any employee can volunteer for random testing and will be included in the activity random testing pool.

All employees subject to testing shall be allowed to provide urine specimens in private except when there is reason to believe the specimen will be altered or substituted. The DON has developed strict chain-of-custody procedures to ensure proper identification of the specimen tested.

All specimens will be tested in certified laboratories following mandatory guidelines published by the Department of Health and Human Services as published in the Federal Register. A Medical Review Officer (MRO) will review all positive, non-negative, and negative test results. Employees will be given an opportunity to provide evidence to a MRO for verification of the legitimate use of over-the-counter or prescription drugs authorized by a physician or medical officer.

Drug test results will be handled in a confidential manner. Non-negative test results from the laboratory will only be disclosed to a MRO. Non-negative results, verified by the MRO, may only be disclosed to the employee, the activity Drug Program Coordinator, the appropriate Civilian Employee Assistance Program (CEAP) Administrator and appropriate supervisory/management officials necessary to process an administrative and/or adverse action against the employee, or to a court of law or administrative tribunal in any adverse personnel action.

Medical and rehabilitation records in the CEAP will be deemed confidential "patient" records and may not be disclosed without the prior written consent of the patient, an authorizing court order or otherwise as permitted by federal law.

The DON will not tolerate the use of illegal drugs. Employees of the DON having a substance abuse problem are encouraged to seek assistance through their activity CEAP. Such assistance may be obtained by contacting the activity CEAP administrator. Employees who voluntarily identify themselves to their supervisor or other appropriate management official as a user of illegal drugs, prior to being so identified by other means and who seek counseling and/or rehabilitation assistance, will not be subject to disciplinary action for their prior drug use. This is referred to as safe harbor. It is

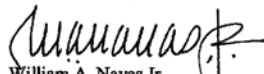
A7: Drug Testing

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important to note that once an employee is officially informed of an impending drug test, the employee is no longer eligible for safe harbor.

All employees are expected to refrain from illegal drug use. Disciplinary action up to and including removal from Federal service will be initiated for the first failure to remain drug-free. Removal action will be initiated for any employee upon a second positive test result, failing to refrain from illegal drug use after counseling and/or rehabilitation, altering or substituting a specimen, failure to report for testing or refusal to submit to a drug test.

This updated General Notice supersedes the DON General Notice of the Navy DWFP initially published on August 6, 1988, and does not affect the ability of activities/commands to continue to conduct drug testing.


William A. Navas Jr.
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

Distribution:
Echelon I & II



DEPARTMENT OF THE NAVY
 COMMANDER
 MILITARY SEALIFT FLEET SUPPORT COMMAND
 1283 TOW WAY DRIVE
 NORFOLK, VA 23511-2419

12790
 Ser N00/489
 6 MAR 06

From: Commander, Military Sealift Fleet Support Command
 To: Civilian Mariner Applicant

Subj: NOTICE OF RANDOM DRUG TESTING UNDER THE DEPARTMENT
 OF THE NAVY DRUG FREE WORKPLACE PROGRAM

1. You were advised by a General Notice from the Secretary of the Navy, dated August 1988, that the Department of the Navy has implemented drug testing as part of the Drug Free workplace Program. I have determined that your position meets the criteria for random drug testing under the Department of the Navy Drug Free Workplace Program. Performance of the duties in your position is sufficiently critical to this activity that screening to detect the presence of a drug is warranted as a requirement of your position. It is mandatory for your continued employment in this position that you refrain from the use of illegal drugs and, when directed, submit to drug testing.

2. No sooner than 30 days from receipt of this notice, you may be subject to random drug testing, unannounced basis, for marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). You will receive specific instructions concerning when and where the test will be conducted immediately prior to the test. You will be allowed individual privacy while providing the urine specimen unless there is a reason to believe the specimen will be altered. To ensure the accuracy of the test result, the collection, handling and testing of urine specimens will be conducted under strict chain of custody procedures established by the Department of Health and Human Services Guidelines for Federal Workplace Drug Testing Programs as described in the Department of the Navy Civilian Personnel Instruction 792-3, the Department of the Navy Drug Free Workplace Program. The procedures used to test the urine specimens are very accurate and tightly monitored to ensure reliable results. The test results will be handled with maximum respect for individual confidentiality. In the event your specimen tests positive, you will be given an opportunity to submit medical documentation to the designated Medical Review Officer to establish your legitimate use of the specific drug(s) before an administrative action will be taken.

Subj: NOTICE OF RANDOM DRUG TESTING UNDER THE DEPARTMENT
 OF THE NAVY DRUG FREE WORKPLACE PROGRAM

3. If you refuse to furnish a urine specimen or fail to report for testing as directed, you will be subject to the same range of discipline as a verified positive test for illegal drug use for failure to meet a condition of employment.

4. If, by any means, illegal drug use is detected, you will be subject to the following two administrative actions mandated by Executive Order 12564:

a. You will immediately be taken out of your sensitive position through reassignment, detailed or other personnel action to ensure that you do not occupy a sensitive position. I may restore you to your sensitive position as part of your successful participation in a rehabilitation or counseling program.

b. You will also be referred to the Civilian Employee Assistance Program (CEAP) as required by the Executive Order. In addition, disciplinary action, up to and including removal from Federal Service, will be initiated. As required in the Executive Order, a removal action will be initiated if you refuse to obtain counseling or rehabilitation through CEAP after being found to use illegal drugs or for a second finding of illegal drug use.

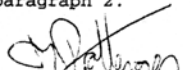
5. If you believe you have a drug problem, you are encouraged to seek counseling and/or referral service by contacting the CEAP Coordinator, Ms. Marilyn Garced, at (757) 417-4276. If you voluntarily identify yourself to your supervisor or higher level management official as a user of illegal drugs prior to being so identified through other means such as drug testing, you seek counseling and/or rehabilitation assistance, and thereafter refrain from using illegal drugs, you will not be subject to discipline for your prior drug use. This immunity from discipline under these circumstances is referred to as "Safe Harbor." Further, if you are arrested or convicted of a drug related offense, you will not be eligible for "Safe Harbor" from discipline for those actions.

6. If you believe your position has been wrongly designated as a Testing Designated Position (TDP), you may request a review of the determination. Such a request must be submitted in writing to Commander, Military Sealift Fleet Support Command, 1283 Tow Way Drive, Norfolk, Virginia 23511-2419, within 15 days of receipt of this notice. It should state the reasons why you believe that your position should not be a TDP and include all other relevant

Subj: NOTICE OF RANDOM DRUG TESTING UNDER THE DEPARTMENT
OF THE NAVY DRUG FREE WORKPLACE PROGRAM

information. My decision is not subject to further review, nor may you grieve it under the administrative grievance, seek review of your position designation through your negotiated grievance procedure, unless the agreement specifically excludes such decisions from the negotiated procedure.

7. As stated in the General Notice announcing the program, you, as well as all Department of the Navy employees, may also be subject to testing due to reasonable suspicion, involvement in an accident or safety mishap, and as part of, or follow up to a rehabilitation and/or counseling program for illegal drug use. When conducting reasonable suspicion, accident or mishap testing, the Department of the Navy may test for any drug listed in Schedule I or II of the Controlled Substance Act, not just the five previously identified in paragraph 2.


C. M. POTTENGER

HATCH ACT FOR FEDERAL EMPLOYEES

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.) Under the amendments most federal and D.C. employees are now permitted to take an active part in political management and political campaigns. A small group of federal employees are subject to greater restrictions and continue to be prohibited from engaging in partisan political management and partisan political campaigns.

Office of Special Council (OSC) has developed a number of booklets, posters and fact sheets that explain the application of the Hatch Act. Copies of the booklets and posters can be ordered from the Government Printing Office. The fact sheet may be downloaded or emailed directly from the OSC website. Additionally, OSC has created a PowerPoint presentation — “Political Activity and the Federal Employee” — which covers the rules and regulations of the Hatch Act:

- Permitted/Prohibited Activities for Employees Who May Participate in Partisan Political Activity
- Agencies/Employees Who Are Prohibited From Engaging in Partisan Political Activity
- Permitted/Prohibited Activities for Employees Who May Not Participate in Partisan Political Activity
- Hatch Act Regulations
- Penalties for Violating the Hatch Act
- Advisories for Federal Employees
- Frequently Asked Questions and Answers for Employees Who May Engage in Partisan Political Activity

Federal employees should also be aware that certain political activities may also be criminal offenses under title 18 of the U.S. Code.

A9: Ship Addresses

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East Coast Fleet

USNS APACHE TATF 172	FPO AE 09564-4003
USNS ARTIC TAOE 8	FPO AE 09587-4064
USNS BIG HORN TAO 198	FPO AE 09565-4072
USNS COMFORT TAH 20	FPO AE 09566-4008
USNS GRAPPLE ARS53	FPO AE 09570-3223
USNS GRASP ARS51	FPO AE 09570-3220
USNS GRUMMAN TAO 195	FPO AE 09870-4095
USNS KANAWHA TAO 196	FPO AE 09576-4075
USNS LARAMIE TAO 203	FPO AE 09577-4004
USNS MOHAWK TATF 170	FPO AE 09578-4033
USNS MOUNT BAKER TAE 34	FPO AE 09578-4047
USS MOUNT WHITNEY LCC 20	FPO AE 09517-3310
USNS PATUXENT TAO 201	FPO AE 09582-4012
USNS SANTA BARBARA TAE 28	FPO AE 09587-4056
USNS SATURN TAFS 10	FPO AE 09587-4052
USNS SIRIUS TAFS 8	FPO AE 09587-4064
USNS SPICA TAFS 9	FPO AE 09587-4066
USNS SUPPLY TAOE 6	FPO AE 09587-3037
USNS ZEUS TARC 7	FPO AE 09595-4076

West Coast Fleet

USNS BRIDGE T-AOE 10	FPO AP 96661-4032
USNS CATAWBA TATF 168	FPO AP 96662-4007
USNS CONCORD TAFS	FPO AP 96662-4089
USNS CORONADO AGF 11	FPO AP 96662-3330
USNS DIEHL TAO 193	FPO AP 96663-4020
USNS ERICSSON TAO 194	FPO AP 96664-4071
USNS FLINT TAE 32	FPO AP 96665-4022

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USNS GUADALUPE TAO 200	FPO AP 96666-4030
USNS KILAUEA TAE 26	FPO AP 96673-4036
USNS KISKA TAE 35	FPO AP 96670-4029
USNS LEWIS & CLARK T-AKE1	2798 Harbor Drive M/S 20NT2 San Diego, CA 92113-3550
USNS MERCY TAH 19	FPO AP 96672-4090
USNS NAVAJO TATF 169	FPO AP 96673-4036
USNS NIAGRA FALLS TAFS 3	FPO AP 96673-4009
USNS PECOS TAO 197	FPO AP 96675-4099
USNS RANIER T-AOE 7	FPO AP 96688-4005
USNS RAPPAHANNOCK TAO 204	FPO AP 96677-4027
USNS SAN JOSE TAFS 7	FPO AP 96678-4045
USNS SHASTA TAE 3	FPO AP 96678-4053
USNS SIOUX FALLS TATF 171	FPO AP 96678-4063
USNS TIPPECANOE TAO 199	FPO AP 96679-4040
USNS YUKON TAO 202	FPO AP 96686-4086

HOW DO I FILL OUT AND FILE A TRAVEL CLAIM?

When you are issued travel orders, also request a Travel Voucher Form (DD-Form 1351-2). This form can be obtained from the CSU, MSFSC Disbursing Branch, or the Purser. You must file a travel claim **within 5 days** of completing your travel, regardless of whether you will claim Reimbursable Expenses.

Here are some tips on completing a travel claim:

- (a) **Block 1** — It is mandatory that you mark the Electronic Fund Transfer box as all advances and reimbursed funds are paid via Direct Deposit.
- (b) **Block 2, 3 & 4** — Complete your personal information.
- (c) **Block 5** — Check the TDY box. All travel as a CIVMAR is temporary.
- (d) **Block 6 & 7** — Complete your personal information.
- (e) **Block 8** — Enter the number located in Block 22 of your travel order.
- (f) **Block 9** — Record the amount of any travel advance you may have received.
- (g) **Block 10** — Skip.
- (h) **Block 11** — Enter MSC in this field.
- (i) **Skip Blocks 12,13 & 14**
- (j) **Block 15** — Provide the itinerary of your trip. Be sure to complete each column.
Column A: At the top of the column, enter in the year. Starting on the first line, enter the month and day under the Date column.

Column B: Fill in your departure and arrival place for each leg.
(DEP = Departure; ARR = Arrival)

Column C: This two-letter code identifies how you departed from your starting point. The complete list of codes are provided on the back side of your travel claim. Below are the most common codes used by CIVMARS:

- CA** Cab and/or Metro Bus
- GB** Government (MSC) provided Van/Bus transportation
- PA** You drove your car

- CP** You paid for your plane ticket
- TP** Government (MSC) paid for your plane ticket

Column D: Whether it is your final destination, or just a place where you are waiting for the next leg of your journey to begin, fill in the appropriate code that describes your reason for stop. Some of the codes used are:

- AT** Awaiting Transportation
- MC** Mission Complete
- TD** Temporary Duty

Column E: Do not complete this column. You will claim lodging in Block 18 under Reimbursable Expenses.

Column F: Complete this if you have used your vehicle for that portion of your trip. If so, write the number of miles you traveled in the block that aligns with the arrival place. Continue filling out Block 15 until you are at your final destination (MC).

- (k) **Block 16** — If you used a personal vehicle and are claiming mileage, you must indicate if you own/operate the vehicle, or if you were a passenger in the vehicle.
- (l) **Block 17** — Enter the duration of the trip.
- (m) **Block 18** — Describe the out-of-pocket expenses for reimbursement. Examples of Reimbursable Expenses include taxi, rental car, hotel, sales tax, etc.

Column A: Complete the month and day the expense occurred.

Column B: Indicate the items purchased with your funds or advance.

Column C: Complete this column in U.S. Dollars. Include foreign currency conversion in Column B.

Column D: Do not complete.

- (n) **Block 19** — Leave this block blank. You will generally have a per diem for meals.
- (o) **Block 20** — Sign and date.

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To file a claim, you must:

- Always keep a copy of your travel claim in the event there are questions.

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Virtually There - Itinerary - Printable By Category

Page 1 of 2

SATOTRAVEL/NORFOLK NAVAL BASE

PHONE: 1-757-440-0621 Wk Day
 FOR ASSISTANCE ENROUTE/AFTER HOURS CALL 800-359-9999
 E-MAIL SATOTRAVEL/NORFOLK NAVAL BASE

HOLIDAYS

Itinerary - Printable By Category

MARINER # 1

Print this page | Close window | Help

Itinerary

Reservation code: FJVYCE

FLIGHTS

Mon, Oct 24: CONTINENTAL AIRLINES, CO 2399
 Operated by EXPRESSJET AIRLINES INC DBA CO EXPRESS

From: NORFOLK VA BEACH, VA (ORF)
 To: NEWARK, NJ (EWR)

Departs: 6:50am
 Arrives: 8:05am

Arrival Terminal: TERMINAL C

Class: Economy
 Status: Confirmed
 Meal: Snack or Brunch
 Aircraft: EMBRAER JET

Seat: 15B
 Confirmation: 3NET4L
 Smoking: No
 Mileage: 290

Flight Time: 1 hours and 15 minutes

Verify flight times prior to departure

Mon, Oct 24-Tue, Oct 25: CONTINENTAL AIRLINES, CO 0018

From: NEWARK, NJ (EWR)

Departs: 6:50pm

Departure Terminal: TERMINAL C

To: LONDON GATWICK, UNITED KINGDOM (LGW)

Arrives: 6:40am

Arrival Terminal: SOUTH TERMINAL

Class: Economy
 Status: Confirmed
 Meal: Dinner , Snack or Brunch
 Aircraft: BOEING 777 JET

Seat: Check-In Required
 Confirmation: 3NET4L
 Smoking: No
 Mileage: 3458

Flight Time: 6 hours and 50 minutes

Verify flight times prior to departure

Tue, Oct 25: CONTINENTAL AIRLINES, CO 9890

Operated by EMIRATES AIRLINES

From: LONDON GATWICK, UNITED KINGDOM (LGW)

Departs: 10:00am

Departure Terminal: NORTH TERMINAL

To: DUBAI, UNITED ARAB EMI (DXB)

Arrives: 8:00pm

Arrival Terminal: TERMINAL 1

Class: Economy
 Status: Confirmed
 Meal: Meals
 Aircraft: BOEING 777 JET

Seat: Check-In Required
 Confirmation: 3NET4L
 Smoking: No
 Mileage: 3403

Flight Time: 7 hours and 0 minutes

Verify flight times prior to departure

<https://www.virtuallythere.com/new/printerFriendly.html?pnr=FJVYCE&name=MARTIN...> 10/21/2005

A10: Travel Claim Samples

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TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee. If you select a different amount, you must provide a statement required to disburse a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$					
2. NAME (Last, First, Middle Initial) Mariner #1		3. GRADE/CITY GS5	4. SSN 000-00-0000	5. TYPE OF PAYMENT (X in applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent <input type="checkbox"/> DLA			
6. ADDRESS - A. NUMBER AND STREET HOME OR SHIP ANYWHERE VA 33300		B. CITY	C. STATE	D. ZIP CODE	10. FOR D.O. USE ONLY		
7. DAYTIME TELEPHONE NUMBER & AREA CODE HOME 106238106		8. TRAVEL ORDER AUTHORIZATION NUMBER 106238106		9. PREVIOUS GOVERNMENT PAYMENTS ADVANCE (on amount received) 0		11. ORGANIZATION AND STATION MS	
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH d. LANGUAGE		13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X only) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		15. ITINERARY	
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN-OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TDY TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS		18. GOVERNMENT DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS		19. SUMMARY OF PAYMENT	
20. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED 10/24 TAXI AP 35.00		21. TRAVEL - REQUESTING OFFICIAL (Title and signature) WOOTEN, OLIVIA MPS 757-417-4482		22. TRAVEL - APPROVING/DIRECTING OFFICIAL (Title and signature) RUTHERFORD, DAWN TA 757-417-4772		23. ACCOUNTING CITATION AA97X4930.ND2A 000 62381 0 000033 2F 100306 030200021011	
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER AUTHORIZATION POSTED BY		27. RECEIVED (Title and signature)	
28. AMOUNT PAID		29. DATE ISSUED (YYYYMMDD) 2005/10/21		30. TRAVEL AUTHORIZATION NUMBER N6238106TOM0176		31. DATE ISSUED (YYYYMMDD) 2005/10/21	

DD FORM 1351-2, JUL 2004

PREVIOUS EDITIONS ARE OBSOLETE.

Exception to OF 1012 - approved by ODA/IRMS 12-11.

A10: Travel Claim Samples

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REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)				1. DATE OF REQUEST (YYYYMMDD) 2005/10/21	
2. NAME (Last, First, Middle Initial) MARINER				3. SOCIAL SECURITY NUMBER 000-00-0000	
4. POSITION TITLE AND GRADE/RATING GS 05 - OSAP				5. LOCATION OF PERMANENT DUTY STATION (PDS) DIRECTOR AFLOAT PERSONNEL MANAGEMENT CENTER	
6. ORGANIZATIONAL ELEMENT APMC				7. DUTY PHONE NUMBER (Include Area Code) 757-417-4450	
8. TYPE OF AUTHORIZATION SINGLE				9. TDY PURPOSE (See JTR, Appendix H) MISSION ESSENTIAL DEPLOYMENT	
10a. APPROX. NO. OF TDY DAYS (Including travel time) 2 (TWO)				b. PROCEED DATE (YYYYMMDD) 2005/10/24	
11. ITINERARY From: NORFOLK, Virginia To: USNS KANAWHA Dubai, United Arab Emirates - (1 - ONE) USNS KANAWHA Dubai, United Arab Emirates & Remain					
12. TRANSPORTATION MODE a. COMMERCIAL b. GOVERNMENT c. LOCAL TRANSPORTATION RAIL AIR BUS SHIP AIR VEHICLE SHIP CAR RENTAL TAXI OTHER PRIVATELY OWNED CONVEYANCE (Check one) X 0.000 AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel Only) ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR					
13. X a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR b. OTHER RATE OF PER DIEM (Specify)					
14. ESTIMATED COST a. PER DIEM \$437.00 b. TRAVEL \$1,267.00 c. OTHER \$200.00 d. TOTAL \$1,904.00					
15. ADVANCE AUTHORIZED \$0.00					
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) SEE CONTINUATION SHEET FOR REMARKS *					
17. TRAVEL-REQUESTING OFFICIAL (Title and signature) WOOTEN, OLIVIA MPS 757-417-4482				18. TRAVEL - APPROVING/DIRECTING OFFICIAL (Title and signature) RUTHERFORD, DAWN TA 757-417-4772	
19. AUTHORIZATION AUTHORIZATION					
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature) GS-09 MARYJO KENNEDY, FISCAL ACCOUNTING SPEC					
21. DATE ISSUED (YYYYMMDD) 2005/10/21					
22. TRAVEL AUTHORIZATION NUMBER N6238106TOM0176					

DD FORM 1610, MAY 2003

PREVIOUS EDITION IS OBSOLETE.

A11: FEHB Election Form

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Health Benefits Election Form

Form Approved
OMB No. 3206-0160

Uses for Standard Form (SF) 2809

Use this form to:

- Enroll or reenroll in the FEHB Program; or
- Elect not to enroll in the FEHB Program (employees only); or
- Change your FEHB enrollment; or
- Cancel your FEHB enrollment; or
- Suspend your FEHB enrollment (annuitants or former spouses only).

Who May Use SF 2809

1. Employees eligible to enroll in or currently enrolled in the FEHB Program, including temporary employees eligible under 5 U.S.C. 8906a. **Employees automatically participate in premium conversion unless they waive it, see page 7.**
2. Annuitants (other than Civil Service Retirement System [CSRS] and Federal Employees Retirement System [FERS] annuitants) eligible to enroll in or currently enrolled in the FEHB Program, including individuals receiving monthly compensation from the Office of Workers' Compensation Programs (OWCP).

Note: Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS) annuitants and former spouses and children of CSRS/FERS annuitants -- **Do not use this form.** Instead, call the Retirement Information Office toll-free at 1-888-767-6738. Customers within the local calling distance to Washington, DC, should call 202-606-0500.

3. Former spouses eligible to enroll in or currently enrolled in the FEHB Program under the Spouse Equity law or similar statutes.
4. Individuals eligible for Temporary Continuation of Coverage (TCC) under the FEHB Program, including:

- Former employees (who separated from service);
- Children who lose FEHB coverage; and
- Former spouses who are not eligible for FEHB under item 3 above.

Instructions for Completing SF 2809

Type or Print Firmly. We have not provided instructions for those items that have an explanation on the form.

Part A — Enrollee and Family Member Information.

You must complete this part.

2. See the Privacy Act and Public Burden Statements on page 5.
5. If you are separated but not divorced, you are still married.
7. If you have Medicare, show which Parts you have. If you complete this form after November 15, 2005, also indicate whether you have prescription drug coverage under the Medicare Part D program.
8. TRICARE is a health care program for active duty and retired members of the uniformed services, their families, and survivors. This includes TRICARE for Life for members 65 and over.
9. If you have other group insurance (private, state, Medicaid, CHAMPVA), check the box.
10. Write the name of any other insurance you have.

Complete information for family members only if your enrollment is for Self and Family. (If you need extra space for additional family members, list them on a separate sheet and attach.)

13. Please provide Social Security Numbers for your dependents if available. If not available, leave blank; benefits will not be withheld. (See Privacy Act Statement on page 5.)
16. Provide the code which indicates the relationship of each eligible family member to you.

Code	Family Relationship
01	Spouse
19	Unmarried dependent child under age 22
09	Adopted Child
17	Stepchild
10	Foster Child
99	Unmarried disabled child over age 22 incapable of self support because of a physical or mental disability that began before age 22.

This form supersedes all previous editions of SF 2809 and SF 2809-1.

1

Standard Form 2809
Revised October 2004

A11: FEHB Election Form

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Form Approved
OMB No. 3206-0160

Health Benefits Election Form

1. Enrollee name (last, first, middle initial)	2. Social Security number	3. Date of birth	4. Sex M <input type="checkbox"/> F <input type="checkbox"/>	5. Are you married? Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Home mailing address (including ZIP Code)	7. Medicare (See note - page 2) A <input type="checkbox"/> B <input type="checkbox"/> D <input type="checkbox"/>		8. TRICARE A <input type="checkbox"/> B <input type="checkbox"/> D <input type="checkbox"/>	9. Other insurance
10. Name of insurance		11. Insurance policy no.		
12. Name of family member (last, first, middle initial)	13. Social Security number	14. Date of birth	15. Sex M <input type="checkbox"/> F <input type="checkbox"/>	16. Relationship code
17. Address (if different from enrollee)	18. Medicare (See note - page 2) A <input type="checkbox"/> B <input type="checkbox"/> D <input type="checkbox"/>		19. TRICARE A <input type="checkbox"/> B <input type="checkbox"/> D <input type="checkbox"/>	20. Other insurance
21. Name of insurance		22. Insurance policy no.		
Name of family member (last, first, middle initial)	Social Security number	Date of birth	Sex M <input type="checkbox"/> F <input type="checkbox"/>	Relationship code
Address (if different from enrollee)		Medicare (See note - page 2) A <input type="checkbox"/> B <input type="checkbox"/> D <input type="checkbox"/>		TRICARE A <input type="checkbox"/> B <input type="checkbox"/> D <input type="checkbox"/>
Name of insurance		Insurance policy no.		
Name of family member (last, first, middle initial)	Social Security number	Date of birth	Sex M <input type="checkbox"/> F <input type="checkbox"/>	Relationship code
Address (if different from enrollee)		Medicare (See note - page 2) A <input type="checkbox"/> B <input type="checkbox"/> D <input type="checkbox"/>		TRICARE A <input type="checkbox"/> B <input type="checkbox"/> D <input type="checkbox"/>
Name of insurance		Insurance policy no.		
Name of family member (last, first, middle initial)	Social Security number	Date of birth	Sex M <input type="checkbox"/> F <input type="checkbox"/>	Relationship code
Address (if different from enrollee)		Medicare (See note - page 2) A <input type="checkbox"/> B <input type="checkbox"/> D <input type="checkbox"/>		TRICARE A <input type="checkbox"/> B <input type="checkbox"/> D <input type="checkbox"/>
Name of insurance		Insurance policy no.		

1. Plan name	2. Enrollment code	1. Plan name	2. Enrollment code
1. Event code 1A <input type="checkbox"/> I CANCEL my enrollment. My signature in Part H certifies that I have read and understand the information on page 3 regarding cancellation of enrollment.			
<input type="checkbox"/> I SUSPEND my enrollment. My signature in Part H certifies that I have read and understand the information on page 4 regarding suspension of enrollment.			

WARNING: Any intentionally false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)

1. Your signature (do not print)	2. Date (mm/dd/yyyy)	3. Daytime telephone number
----------------------------------	----------------------	-----------------------------


Part H - To be completed by agency or retirement system
REMARKS

1. Date received	2. Effective date of action	3. Personnel telephone number	4. Name and address of agency or retirement system DON, MSC, MSFSC N17
5. Authorizing official (please print)	6. Signature of authorized agency official PO BOX 120		
7. Payroll office number 170-62381	8. Payroll office contact (please print) EDEN LOSINIO	9. Payroll telephone number	VA BEACH VA 23458-0120

This edition supersedes all previous editions of SF 2809 and SF 2809-1.
U.S. Office of Personnel Management

NSN 7540-01-231-6227
Copy 1 - Official Personnel Folder

Standard Form 2809
Revised October 2004
Previous editions are not usable.

 CIVMAR BENEFITS UPDATE	Protect Yourself and/or Your Family - Federal Employees Health Benefits And Leave Without Pay
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CHANGE IN FEHB LWOP REGULATIONS

The Office of Personnel Management (OPM) published changes to the Federal Employees Health Benefits (FEHB) Program Handbook. All employees and/or their family members are affected by the regulatory changes governing health benefits entitlements in a leave without pay (LWOP) status.

When you submit your request to go into a leave status, either shore, annual or sick leave, you will need to make a decision regarding your health benefits on the FEHB LWOP Election Form, and attach it to the OPM-71 Leave Request form. Your decision would only be effective if it is determined that you do not have enough of the requested types of leave and you need to be placed into a leave without pay (LWOP) status. If you fail to make a decision and/or fail to attach the form to your Leave Request form your FEHB enrollment coverage will be automatically terminated within 31 days (45 days if you reside overseas). You can also fax the FEHB LWOP Election Form directly to (757) 417-4358 to protect your entitlement.

It would be a tragedy if:

- 1) You go on leave and forget to sign the FEHB LWOP Election Form,
- 2) After the 31st day your coverage is terminated,
- 3) You, your spouse or your child are in an accident or become ill and you have no coverage because it had been terminated for failure to complete the form.

The out of pocket expense to you could be catastrophic! OPM gives us no choice in the matter and we are required to follow the regulations — there are no waivers! This form has been developed to protect YOU! Please use it!

Each pay period you are enrolled in the FEHB Program, you are responsible for payment of the employee share of the premiums. When you enter a leave without pay status, or your pay is insufficient to cover the premium, you must:

- Terminate the enrollment; or
- Continue the enrollment and agree to pay the premium or incur a debt.

TERMINATING THE ENROLLMENT: If you elect to terminate your enrollment (or the enrollment automatically terminates), the termination will take effect at the end of the last pay period in which premiums were withheld from pay. FEHB coverage will continue at no cost to you for an additional 31 days. During the 31 days, you and your covered family members, if any, may convert to an individual contract with your insurance carrier. The termination is not considered a break in continuous coverage necessary for continuing FEHB coverage into retirement. However, the period during which the termination is in effect does not count toward satisfying the required 5 years of continuous coverage. When you return to pay and duty status, or at the end of the first pay period your pay becomes sufficient to cover your premium, you must reenroll within 60 days if you want FEHB coverage.

CONTINUING THE ENROLLMENT AND AGREEING TO PAY THE PREMIUM: If you elect to continue your coverage, you must elect to pay the premiums directly or to incur a debt in the amount of the unpaid premiums. If you participate in premium conversion and you pay the premiums directly, or out-of-pocket, those payments do not reduce your taxable income. The amount of FEHB premiums will be treated on a pre-tax basis only if you incur a debt and the payments are deducted from your pay. If you elect to pay directly, mail a check or money order payable to “Deputy Disbursing Officer, DON MSC MSFSC.” Include on the check your name, social security number and, on the memo line, add the words “FEHB premium for pay period “ for the date which premium payment is being made. Mail to: DON, MSC, MSFSC N82, PO BOX 120, VIRGINIA BEACH, VA 23458-0120.

If you elect to incur a debt, or if you elect to pay directly but fail to pay the entire amount due each pay period, you will receive a notice from DON, MSC, MSFSC Payroll stating the total amount due. The notice will be sent when you return to pay status, your pay becomes

A12: FEHB LWOP

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sufficient or you separate from employment. By electing to continue coverage you agree to repay the resulting debt in full and to allow the debt to be collected by withholdings from any salary payments to you from Federal Government, of not less than one additional premium, or up to four additional premiums, per pay period, depending on salary. If the amount due cannot be withheld in full from salary, it will be recovered from a lump sum payment of accrued leave, income tax refunds, amounts payable under the Civil Service Retirement System or Federal Employees Retirement System or any other source normally available for the recovery of the debt due the United States.

Whether you decide to pre pay or incur the debt for your coverage, your enrollment may only continue for up to 365 days in a leave without pay status or while your pay is insufficient to cover the premiums, at which time your health benefits will be automatically terminated.

When you make the election on the FEHB LWOP Election Form and attach it to your leave request form you must forward a copy to DON, MSC, MSFSC N82, PO BOX, VIRGINIA BEACH, VA 23458-0120. However, it is highly recommended that you fax a copy to (757) 417-4358 to ensure that your election choices are properly processed. Failure to forward or fax a copy in a timely manner may result in a termination of coverage for you or your family.

If you need assistance contact your Master, Purser, Customer Support Unit or Fire Fighting School. You may also contact CIVMAR Support Center between the hours of 8:00 a.m. and 8:00 p.m. Eastern, Monday through Friday, except holidays, at (800) 793-5784.

On the next page is the FEHB LWOP Election Form to be attached to the leave request form.

A15: FEHB LWOP Election Form

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FEHB LWOP ELECTION FORM

Revised 11/13/05

PLEASE PRINT INFORMATION REQUESTED BELOW.

Name: _____

Home Port: East _____ West _____

SSN: _____

DOB: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION WHILE IN A LEAVE STATUS:

ADDRESS: _____

PHONE: _____

This is in reference to OPM -71, Leave Request Form, dated _____

I have read and understand the FEHB LWOP notice. I elect to:

Continue the enrollment (Check one):

Submit direct payments

Incur a debt and deduct from my pay upon return to pay status

Pre-pay premiums for entire length of LWOP

I understand that my coverage will terminate after 365 days in a non-pay status regardless of my election above. I further understand that the 365 days of continued enrollment during leave without pay status is not considered to be broken by any period(s) in pay status of less than 4 consecutive months.

(Signature)

(Date)

Terminate the enrollment


(Signature)

(Date)

FAX FORM TO: (757) 417-4358

MAIL FORM TO: MSC MSFSC N82, PO BOX 120, VA BEACH VA 23458-0120

MSC Civilian Mariner Handbook



**CIVMAR
BENEFITS
UPDATE**

**Federal Employee Health Benefits
(FEHB) – DENTAL PLAN FAQs**

**U. S. Office of Personnel Management (OPM) Federal Employees Health Benefits
Program: Questions About Dental Coverage**

Q. Why do a few health plans have dental benefits and most do not?

A. Several years ago OPM stopped allowing plans to add new dental and vision packages or to increase packages they already had in place. OPM allows one exception — when an HMO offers the benefits under their community package of benefits (at no additional cost to members). OPM does this because OPM firmly believes that Federal employees are best served by benefit packages that are strong in the traditional areas of hospital, surgical, and medical benefits and that provide protection against significant and largely unforeseeable health care expenditures. Everyone wants to keep premium increases as low as possible so, generally, to increase benefits plans make trade-offs. OPM would not want to sacrifice medical benefits to get dental or vision benefits.

It is important that you do not choose a health plan based on dental benefits alone. You may find yourself without other benefits when you need them, which could result in large unexpected medical expenses. Remember to look at the entire benefits package when making your health plan decision.

Q. If my health plan does not have a dental plan, is there any other way I may get one?

A. Some health plans offer dental and vision benefits separate from the officially offered benefits stated in their FEHB brochures. Such separate benefits are described on the “Non-FEHB Benefits” page in FEHB brochures.

The plans solely determine what is covered and what is excluded and you must pay any premium associated with these benefits directly to the health or dental plan. There is no government contribution toward the premium on non-FEHB benefits.

Also, the GEHA health plan and possibly other plans offer a separate full dental plan that does not require you to be a member of their health plan.

Q. How can I tell which FEHB plans offer either a regular or a separate dental benefit?

A. Check their FEHB brochures’ index. Regular dental and vision benefits that are part of a health plan’s FEHB benefit offering will be in the brochure’s benefit sections and on the summary page. Separate dental benefits will only be on the brochure’s Non-FEHB Benefits page. You may also use the health plan choices assistance tool on the FEHB Web site that is operated by PlanSmartChoice to help locate health plans with regular dental benefits.

Since civilian mariners reside, travel and work all over the world, and normally receive their dental care while at home on leave, it is highly recommended that mariners consult their local telephone directory for a listing of dental health insurance carriers in their area. Contact the carrier and comparison shop for the most complete dental coverage for the smallest premium and ensure that your dentist participate/accepts that type of coverage. Once a carrier has been selected, the mariner will complete their enrollment form and allotment form. Turn in the allotment form to MSC MSFSC Payroll to have the premiums deducted and sent to the carrier.

Questions Regarding This Bulletin. Additional information about the subject of this bulletin is available at the MSC web site at <http://www.msc.navy.mil/msfsc/>

If you have any questions about this bulletin, call the Customer Support Center at (800) 793-5784 between 8:00 a.m. and 8:00 p.m. Eastern time, Monday through Friday, excluding holidays. You may also send your email questions to civmar@marinersupport.com.

A14: FEGLI Election Form

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Life Insurance Election		Form Approved OMB No. 3206-0230	
Federal Employees' Group Life Insurance Program		See Privacy Act Statement on back of Part 3	
1 General Instructions By law, unless you waive all coverage or are ineligible, you are automatically covered for Basic life insurance as an employee. When you first become eligible for FEGLI, you may (1) elect Basic and any or all of the options, (2) elect Basic but waive all of the options, or (3) waive all life insurance coverage. If you are changing a previous election, see the back of Part 3 - Employee Copy.			
• Read the back of Part 3 - Employee Copy carefully. • Assignees completing this form should read items 5 and 6 the back of Part 3. • Do not separate the parts. Give this form to your employer's office which will complete the form and return your copy to you.			
This election supersedes all previous elections.			
2 Fill in identifying information concerning the employee.			
Name (Last) (First) (Middle)		Date of birth (mm/dd/yyyy)	Social Security Number
Employing department or agency DON, MSC, MSFSC N17		OWCP claim number, if applicable	Location of department or agency where employee works (City, state, ZIP Code) (including area code)
3 To elect or retain Basic, sign and date below. If you do not sign for Basic, you may not elect or retain any form of optional insurance. If you do not want any insurance at all, skip to Section 5.			
Basic		I want Basic. I authorize deductions to pay my share of the cost. (Basic may be provided without cost to Postal Service employees.) Signature (Do not print. Only the Employee/Assignee may sign. Signatures by guardians, conservators or through a power of attorney are not acceptable.) Date (mm/dd/yyyy)	
4 If you signed for Basic in item 3 above, you may elect or retain any or all of the following options (UNLESS you have previously waived any or all of these options, in which case you may elect only those options which you are eligible to elect as outlined in the FEGLI booklet). Sign the box(es) below for any option(s) you are eligible for and wish to elect or retain. If you do not sign for an option, you have waived it and your future opportunities to enroll in it are strictly limited. You will not be covered for any option(s) for which you do not sign below, regardless of whether you previously elected the option(s).			
Option A - Standard		Option B - Additional	
I want Option A. I authorize deductions to pay the full cost.		I want Option B in the multiple of my annual basic pay I indicate below. I authorize deductions to pay the full cost.	
1 times my pay 2 times my pay		3 times my pay 4 times my pay 5 times my pay	
Signature (Do not print. Only the Employee/Assignee may sign. Signatures by guardians, conservators or through a power of attorney are not acceptable.) Date (mm/dd/yyyy)		Signature (Do not print. Only the Employee/Assignee may sign. Signatures by guardians, conservators or through a power of attorney are not acceptable.) Date (mm/dd/yyyy)	
Option C - Family			
I want Option C in the multiple I indicate below. I understand that each multiple is worth \$5,000 upon the death of my spouse, and \$2,500 upon the death of an eligible child. I authorize deductions to pay the full cost.			
1 multiple 2 multiples 3 multiples 4 multiples 5 multiples			
Signature (Do not print. Only the Employee/Assignee may sign. Signatures by guardians, conservators or through a power of attorney are not acceptable.) Date (mm/dd/yyyy)			
5 If you want NO life insurance coverage, sign and date below.			
Waiver of all life insurance coverage		I want no life insurance coverage. I understand that any life insurance I have will stop at the end of the last day of the pay period in which my employing office receives this waiver. Further, I cannot get Basic life insurance unless (1) I wait at least 1 year after I sign this form and submit satisfactory results of a physical, or (2) I have a break in Federal service of at least 180 days, or (3) I participate in an open enrollment period, which is held infrequently. I understand that I cannot get any optional insurance unless I first have Basic. I understand that my decision to waive life insurance coverage now may affect my eligibility for coverage as a retiree. Signature (Do not print. Only the Employee/Assignee may sign. Signatures by guardians, conservators or through a power of attorney are not acceptable.) Date (mm/dd/yyyy)	
6 Agency Remarks: NEW HIRE: _____ Use _____ Name and address of employing office DON, MSC, MSFSC N17 PO BOX 120 VA BEACH VA 23458-0120 Date received in employing office (mm/dd/yyyy) Effective date of coverage (mm/dd/yyyy) I followed the instructions on the back of Part 1. Signature of authorized agency official _____ The employee's copy of this form, when completed by the employing office, together with the FEGLI booklet (RI 76-21 or RI 76-20 for Postal Service employees) constitute the employee's Certificate of Insurance.			
PART 1 - File in Official Personnel Folder U.S. Office of Personnel Management Federal Employees' Group Life Insurance Handbook (RI 76-26) NSN 7540-01-231-4280 2817-105 April 1999 edition is usable. All other editions are obsolete and unusable. Standard Form 2817 Rev. June 2000			

A14: FEGLI Election Form

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Life Insurance Election		Form Approved: OMB No. 3206-0230	
Federal Employees' Group Life Insurance Program		See Privacy Act Statement on back of Part 3	
1 INSURANCE INELIGIBLE SF 50 0000 A0 1005 E5 1011 I1 1114 J4 1025 M5 1031 Q1 1134 R4 1045 U5 1051 Y1 1154 Z4 0000 B0 1101 F1 1012 I2 1115 J5 1121 N1 1032 Q2 1135 R5 1141 V1 1052 Y2 1155 Z5 1000 C0 1102 F2 1013 I3 1020 K0 1122 N2 1033 Q3 1040 S0 1142 V2 1054 Y4 1100 D0 1103 F3 1014 J4 1120 L0 1123 N3 1034 Q4 1140 T0 1143 V3 1055 Y5 1001 E1 1104 F4 1015 J5 1021 M1 1124 N4 1035 Q5 1041 U1 1144 V4 1056 Y6 1002 E2 1105 F5 1111 J1 1022 M2 1125 N5 1131 R1 1042 U2 1145 V5 1151 Z1 1003 E3 1010 G0 1112 J2 1023 M3 1030 P0 1132 R2 1043 U3 1050 W0 1152 Z2 1004 E4 1110 H0 1113 J3 1024 M4 1130 P0 1133 R3 1044 U4 1150 X0 1153 Z3			
2 Fill in identifying information concerning the employee.			
Name (Last) (First) (Middle)		Date of birth (mm/dd/yyyy)	Social Security Number
Employing department or agency DON, MSC, MSFSC N17		OWCP claim number, if applicable	Location of department or agency where employee works (City, state, ZIP Code) (including area code)
3 In item 7: If this block is not signed, enter 0 in ALL FOUR boxes. If this block is signed, enter 1 in box 1.			
Basic		Signature (Do not print. Only the Employee/Assignee may sign. Signatures by guardians, conservators or through a power of attorney are not acceptable.) Date (mm/dd/yyyy)	
4 If you signed for Basic in item 3 above, you may elect or retain any or all of the following options (UNLESS you have previously waived any or all of these options, in which case you may elect only those options which you are eligible to elect as outlined in the FEGLI booklet). Sign the box(es) below for any option(s) you are eligible for and wish to elect or retain. If you do not sign for an option, you have waived it and your future opportunities to enroll in it are strictly limited. You will not be covered for any option(s) for which you do not sign below, regardless of whether you previously elected the option(s).			
Option A - Standard		Option B - Additional	
In item 7, box 2: If this block is not signed, enter 0 If this block is signed, enter 1		In item 7, box 3: If this block is not signed, enter 0 If this block is signed, enter the number marked "X" below	
1 times my pay 2 times my pay		3 times my pay 4 times my pay 5 times my pay	
Signature (Do not print. Only the Employee/Assignee may sign. Signatures by guardians, conservators or through a power of attorney are not acceptable.) Date (mm/dd/yyyy)		Signature (Do not print. Only the Employee/Assignee may sign. Signatures by guardians, conservators or through a power of attorney are not acceptable.) Date (mm/dd/yyyy)	
Option C - Family			
In item 7, box 4: If this block is not signed, enter 0 If this block is signed, enter the number marked "X" below			
1 multiple 2 multiples 3 multiples 4 multiples 5 multiples			
Signature (Do not print. Only the Employee/Assignee may sign. Signatures by guardians, conservators or through a power of attorney are not acceptable.) Date (mm/dd/yyyy)			
5 If you want NO life insurance coverage at all, sign and date below.			
Waiver of all life insurance coverage		I want no life insurance coverage. I understand that any life insurance I have will stop at the end of the last day of the pay period in which my employing office receives this waiver. Further, I cannot get Basic life insurance unless (1) I wait at least 1 year after I sign this form and submit satisfactory results of a physical, or (2) I have a break in Federal service of at least 180 days, or (3) I participate in an open enrollment period, which is held infrequently. I understand that I cannot get any optional insurance unless I first have Basic. I understand that my decision to waive life insurance coverage now may affect my eligibility for coverage as a retiree. Signature (Do not print. Only the Employee/Assignee may sign. Signatures by guardians, conservators or through a power of attorney are not acceptable.) Date (mm/dd/yyyy)	
6 Agency Remarks: _____ Use _____ Name and address of employing office DON, MSC, MSFSC N17 PO BOX 120 VA BEACH VA 23458-0120 Date received in employing office (mm/dd/yyyy) Effective date of coverage (mm/dd/yyyy) I followed the instructions on the back of Part 1. Signature of authorized agency official _____ The employee's copy of this form, when completed by the employing office, together with the FEGLI booklet (RI 76-21 or RI 76-20 for Postal Service employees) constitute the employee's Certificate of Insurance.			
PART 2 - For Agency Use U.S. Office of Personnel Management Federal Employees' Group Life Insurance Handbook (RI 76-26) NSN 7540-01-231-4280 2817-105 April 1999 edition is usable. All other editions are obsolete and unusable. Standard Form 2817 Rev. June 2000			

A14: FEGLI Designation of Beneficiary

Page 134



Designation of Beneficiary Federal Employees' Group Life Insurance (FEGLI) Program (DO NOT erase or cross-out. Use a new form.)

Form Approved
OMB No. 3206-0131
Important
Read instructions on the
Back of Part 2 before completing this form.

A. Information About the Insured (not the Assignee, if there is one) (type or print)

Name of Insured (Last, first, middle)	Date of birth of Insured (mm/dd/yyyy)	Social Security Number of Insured
The Insured is: <input checked="" type="checkbox"/> an employee <input type="checkbox"/> a retiree <input type="checkbox"/> a compensator If the Insured is retired or receiving Federal Employees' Compensation, give CSA, CSI, or OWCP claim number:		
Department or agency where the Insured works (If retired, last department or agency where the Insured worked):		
Department or agency DON, MSC, MSFSC N17	Bureau or division PO BOX 120	Location (city, state, and ZIP code) VA BEACH, VA 23458-0120

B. Information About the Beneficiary or Beneficiaries (See Back of Part 1 for examples) (type or print)

First name, middle initial, and last name of each beneficiary	Social Security Number	Address (Including ZIP code)	Relationship	Percent or fraction designated

Total (Must equal 100% or 1.0) (Do not use dollar amounts) →
(Do not put a Total if you designated types of insurance. See example 4 on Back of Part 1.)

C. Statement of Insured or Assignee (type or print)

Your name and address (Including ZIP code)	Please check one: I am:	Please check all three:
	<input checked="" type="checkbox"/> the Insured	<input checked="" type="checkbox"/> I have not assigned the insurance.
	<input type="checkbox"/> an Assignee	<input checked="" type="checkbox"/> Two people who witnessed my signature signed below.
See Back of Part 2 for definitions		<input checked="" type="checkbox"/> I did not name either witness as a beneficiary.

I understand that if there is a valid assignment on file, only the assignee has the right to designate a beneficiary. If a valid assignment is not on file, but there is a valid court order on file with the agency or the U.S. Office of Personnel Management, as appropriate, any designation I complete for the same benefits is not valid.

I understand that if this Designation is valid, it will stay in effect unless it is canceled. (See "When Is A Designation Canceled?" on the Back of Part 2.)

I understand that if this Designation is invalid for any reason, the Office of Federal Employees' Group Life Insurance will pay benefits according to the next most recent valid designation. If there isn't one, it will pay according to the order listed on the Back of Part 2.

I am canceling any and all previous Designations of Beneficiary under the Federal Employees' Group Life Insurance Program and am now designating the beneficiary(ies) named above.

Signature of Insured/Assignee (Only the Insured/Assignee may sign. Signatures by guardians, conservators or through a power of attorney are not acceptable.) This form is not valid unless the Insured/Assignee signs in this box.

Date (mm/dd/yyyy)

D. Witnesses To Signature (A witness is not eligible to receive a payment as a beneficiary.)

Signature of witness	Address (Including ZIP code)
Signature of witness	Address (Including ZIP code)

E. For Agency Use Only

Receiving agency DON, MSC, MSFSC N17	Date of receipt (mm/dd/yyyy)	Signature of authorized agency official	Title HR SPEC (EMP BENEFITS)
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Part 1 - Original

U.S. Office of Personnel Management
FEGLI Handbook (RI 76-26)

NSN 7540-01-231-6228

2823-103

Previous editions are not usable.

SF 2823
Revised April 2001

A14: FEGLI Designation of Beneficiary

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Examples of Designations

1. How to designate one beneficiary

Show beneficiary's full name. Do not write names as M.E. Brown or as Mrs. John H. Brown. If you want to designate your estate, enter "My estate" in the beneficiary column.

First name, middle initial, and last name of each beneficiary	Social Security Number	Address (Including ZIP code)	Relationship	Percent or fraction designated
Mary E. Brown	000-00-0000	214 Central Avenue Munice, IN 47303	Niece	100%

2. How to designate more than one beneficiary

Be sure that the shares to be paid to the several beneficiaries add up to 100 percent or 1.0. Read instructions on the Back of Part 2 if you need more room.

First name, middle initial, and last name of each beneficiary	Social Security Number	Address (Including ZIP code)	Relationship	Percent or fraction designated
Jose P. Lopez	111-11-1111	360 Williams Street Red Bank, NJ 07701	Nephew	one-half
Rosa L. Rowe	222-22-2222	792 Broadway Whiting, IN 46392	Mother	one-half

3. How to designate a contingent beneficiary

(Someone to receive the benefits if the person you designate dies before the Insured dies)

First name, middle initial, and last name of each beneficiary	Social Security Number	Address (Including ZIP code)	Relationship	Percent or fraction designated
John M. Parrish, if living	333-33-3333	810 West 180th Street New York, NY 10033	Father	100%
Otherwise to: Susan A. Parrish	444-44-4444	810 West 180th Street New York, NY 10033	Sister	100%

4. How to designate different beneficiaries for Basic and Optional insurance

You cannot designate Option C - Family.

First name, middle initial, and last name of each beneficiary	Social Security Number	Address (Including ZIP code)	Relationship	Percent or fraction designated
Leroy D. White	555-55-5555	124 Elm Street Dayton, OH 45420	Father	100% Basic
Jane M. Smith	666-66-6666	421 Spring Avenue Portland, ME 04101	Sister	100% Option A
Elizabeth J. Allen	777-77-7777	234 Fifth Avenue New York, NY 10029	Daughter	50% Option B
Ann J. Borden	888-88-8888	678 Ninth Street Philadelphia, PA 19123	Daughter	50% Option B

5. How to designate an inter vivos trust (A trust that you set up during your lifetime)

First name, middle initial, and last name of each beneficiary	Social Security Number	Address (Including ZIP code)	Relationship	Percent or fraction designated
Trustee(s) or Successor Trustee(s) as provided in the John Q. Public Trust Agreement dated 12/18/1999, if valid. Otherwise to:			Trustee	100%
Mary E. Brown	000-00-0000	214 Central Avenue Munice, IN 47303	Niece	100%

6. How to designate a testamentary trust (A trust that is set up when you die, according to terms in your will)


First name, middle initial, and last name of each beneficiary	Social Security Number	Address (Including ZIP code)	Relationship	Percent or fraction designated
Trustee(s) or Successor Trustee(s) as provided in my Last Will and Testament, if valid. Otherwise to:			Trustee	100%
Maria Sufuentes	999-99-9999	5909 Pacific Avenue, NW Washington, DC 20019	Niece	100%

7. How to cancel all designations of beneficiary

First name, middle initial, and last name of each beneficiary	Social Security Number	Address (Including ZIP code)	Relationship	Percent or fraction designated
Cancel prior designations				

Back of Part 1

SF 2823
Revised April 2001

 CIVMAR BENEFITS UPDATE	Workers' Compensation Program, What to do if you get injured/ill – Information for New Hire Employees
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The Federal Employees' Compensation Act (FECA) established the Workers' Compensation program for federal government employees. The U.S. Department of Labor administers the FECA program. Within the Department of Labor, the Office of Workers' Compensation Program (OWCP) is responsible for the adjudication of claims. FECA covers all Civilian Mariners of MSC, except those who are ill or injured due to willful misconduct; intoxication, self-inflicted or intentional injury or death.

If you incur a work-related injury or occupational illness/disease onboard ship you may file for Workers' Compensation. A traumatic injury is defined as a wound or other condition of the body caused by sudden external force. Work-related injuries must be filed within three (3) years from the date of injury. The claim must identify the time, place of occurrence, and member of the body affected. Occupational Illness/Disease must have occurred, over time, in the performance of your duties and be causally related to the factors of employment. You should immediately report all injury/occupational notifications to your supervisor and seek medical care from the Medical Service Officer (MSO) onboard ship. If you require further medical treatment, Form CA-16 (explained below) should be completed within four hours, but not later than 48 hours after the injury. An employee who sustains a job-related traumatic injury may be entitled to receive Continuation of Pay (COP) for a period not to exceed 45 calendar days, which includes Saturdays, Sundays and holidays, pending medical reports which reveal total temporary disability from work. Your responsible Injury Compensation Program Administrator (ICPA) authorizes COP and it is paid by the agency payroll office without interruption.

Benefits and/or Compensation is payable to a claimant through the DOL for lost wages, a loss of wage-earning capacity, a permanent physical impairment, medical treatment, medical examinations conducted at the request of OWCP as part of the claims adjudication process, and vocational rehabilitation services, as well as, money paid to beneficiaries for an

employee's death, services of an attendant and funeral expenses but, does not include COP. As soon as your physician declares you fit for duty, your medical status will be reviewed by the agency Fleet Medical Officer (FMO) and a determination of fit for full duty at sea will be rendered. You will then be restored back to duty and your compensation case will be closed.

When filing a claim you need to know the following steps to take:

- 1) Report the incident to your supervisor;
- 2) Obtain first aid or medical treatment and fill out the appropriate claim forms;
- 3) Establish the essential elements of your claim by meeting the "burden of proof" such as: timely filing of the claim; the injury occurred as reported; the injury was in the performance of duty and your condition or disability is related to the injury or factors of your employment;
- 4) File your claim for compensation with your ICPA listed below; and
- 5) Return to work as soon as allowed by your physician and the FMO.

Contact the CSC at (800) 793-5784 to reach your Injury Compensation Program Administrator (ICPA)

FEDERAL WORKERS' COMPENSATION GUIDE AND WEBSITE(S)

List of Forms, Definitions, and How to Use Them:

CA-1 (FEDERAL EMPLOYEE'S NOTICE OF TRAUMATIC INJURY AND CLAIM FOR CONTINUATION OF PAY/COMPENSATION)

Purpose: serves as a report when an employee has sustained a sudden traumatic injury which is likely to result in lost time and/or incur medical expenses. Employee must submit within 30 days (but, will meet statutory time requirements if filed no later than three years after the injury). Claims must be filed within 30 days to be eligible for COP. Available at:

<http://www.dol.gov/dol/esa/public/regs/compliance/owcp/ca-1.pdf>

A15: Workers' Compensation

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CA-2 (FEDERAL EMPLOYEE'S NOTICE OF OCCUPATIONAL DISEASE AND CLAIM FOR COMPENSATION)

Purpose: serves as a report when an employee has, over time, developed a condition in the work environment that is an occupational disease/injury which is likely to result in lost time and incur medical expenses. Employee must submit within 30 days (but, will meet statutory time requirements if filed no later than three years). These claimants are not entitled to COP.

Available at: <http://www.dol.gov/dol/esa/public/regs/compliance/owcp/ca-2.pdf>

CA-2a (NOTICE OF EMPLOYEE'S RECURRENCE OF DISABILITY AND CLAIM FOR PAY/COMPENSATION)

Purpose: notification that an employee, after returning to work, is again disabled due to a prior injury or occupational disease. No Web site listed.

CA-7 (CLAIM FOR COMPENSATION ON ACCOUNT OF TRAUMATIC INJURY OR OCCUPATIONAL DISEASE)

Purpose: 1) claim for compensation benefits for lost time used by leave taken during the period of disability (leave buy back), 2) injury resulted in permanent impairment involving the total or partial loss, or loss of use, of certain parts of the body or serious disfigurement of the face, head, or neck and 3) loss of wage-earning capacity has resulted (Leave Without Pay status). This form must be accompanied by the attached CA-20 Attending Physicians Report.*

Available at: <http://www.dol.gov/dol/esa/public/regs/compliance/owcp/ca-7.pdf>

CA-16 (AUTHORIZATION FOR EXAMINATION AND/OR TREATMENT)

Purpose: authorizes an injured employee to obtain examination and/or treatment for up to 60 days. The supervisor should complete the front of the form within four hours of the request whenever possible. Where there is no time to complete the form, the supervisor may authorize medical treatment by telephone and send the completed form to the medical facility within 48 hours. The employee may initially select the medical provider of his/her choice but must obtain approval from DOL for any change in providers. No Web site listed.

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CA-17 (DUTY STATUS REPORT)

Purpose: interim medical reports, which contain information as to the employee's ability to return to any type of work. Available at: <http://www.dol.gov/dol/esa/public/regs/compliance/owcp/ca-17.pdf>

***CA-20 (ATTENDING PHYSICIAN'S REPORT)** Available at:
<http://www.dol.gov/dol/esa/public/regs/compliance/owcp/ca-20.pdf>

Questions Regarding This Bulletin. Additional information about the subject of this bulletin is available at the MSC web site at <http://www.msc.navy.mil/msfsc/>

If you have any questions about this bulletin, call the Customer Support Center at (800) 793-5784 between 8:00 a.m. and 8:00 p.m. Eastern time, Monday through Friday, excluding holidays. You may also send your email questions to civmar@marinersupport.com.

**THRIFT SAVINGS PLAN
ELECTION FORM****TSP-1**

Use this form to start, stop, or change the amount of your contributions to the Thrift Savings Plan (TSP).

Before completing this form, please read the *Summary of the Thrift Savings Plan* and the instructions on the back of this form. Type or print all information. **Return the completed form to your agency personnel or benefits office.**

Note: To choose your investment funds, see the instructions in the General Information section on the back of this form.

**I.
INFORMATION
ABOUT YOU**

1. _____
Name (Last) (First) (Middle)

2. _____
Street Address City State Zip Code

3. _____ 4. _____
Social Security Number Daytime Phone (Area Code and Number)

5. **DON, MSC, MSFSC N17**
Office Identification (Agency and Organization)

**II.
START OR
CHANGE YOUR
CONTRIBUTIONS**

To start or change the amount of your contributions to your TSP account, enter **either** a whole percentage of your basic pay per pay period (Item 6) **or** a whole dollar amount per pay period (Item 7). Skip to Section IV.

6. _____ .0% **OR** 7. \$ _____ .00

**III.
STOP YOUR
CONTRIBUTIONS**

To stop your contributions to the TSP, check Item 8 and complete Section IV. (If you are a FERS employee and you are eligible to receive Agency Automatic (1%) Contributions, those 1% contributions will continue. Read the instructions on the back.)

8. ☐ I want to stop contributing to my TSP account. I understand that my payroll contributions will stop no later than the first full pay period after my agency employing office receives this form.

**IV.
SIGNATURE**

9. _____ 10. _____
Participant's Signature Date Signed (mm/dd/yyyy)

**V.
FOR
EMPLOYING
OFFICE USE
ONLY**

11. **170-62381** 12. _____ 13. _____
Payroll Office Number Receipt Date (mm/dd/yyyy) Effective Date (mm/dd/yyyy)

NEW HIRE DATE

14. _____
Signature of Agency Official

PRIVACY ACT NOTICE. We are authorized to request this information under 5 U.S.C. chapter 84. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your account. We will use the information you provide on this form to process your TSP election. This information may be shared with other Federal agencies for statistical, auditing, or archiving purposes. In addition, we may share the information with law enforcement agencies investigating a violation

of civil or criminal law, or agencies implementing a statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries, and their attorneys. We may also disclose relevant portions of the information to appropriate parties engaged in litigation. You are not required by law to provide this information, but if you do not provide it, we will not be able to process your request.

1

ORIGINAL TO PERSONNEL FOLDER
Provide a copy to the employee and to the payroll office.

Form TSP-1 (7/2005)
PREVIOUS EDITIONS OBSOLETE

INFORMATION AND INSTRUCTIONS**GENERAL
INFORMATION**

You may start, stop, or change your contributions at any time. Your TSP election will stay in effect until you submit another election or until you leave Federal service.

Important Note for New TSP Participants: All contributions to your account will be invested in the Government Securities Investment (G) Fund until you direct the TSP to allocate your contributions differently. The Plan Summary describes all of your investment choices and discusses their risks and advantages.

To choose your investment fund(s), use the TSP Web site (www.tsp.gov), the ThriftLine at 1-877-968-3778 (outside the U.S. and Canada, call 404-233-4400), or Form TSP-50, Investment Allocation. If you use the Web site or the ThriftLine, you will read your Social Security number and your TSP Personal Identification Number (PIN). If you are a new participant, you will receive your PIN by mail after your account has been established. If, as a new participant, you choose to submit Form TSP-50, do **not** do so until you receive a letter from the TSP confirming that your new account has been established. If your account has not been established, Form TSP-50 will not be accepted.

If you change your address, notify your agency immediately so that your agency can correct your records for your TSP account.

SECTION I Complete all items in this section.

SECTION II Complete this section to start your TSP contributions or to change the amount you are contributing to the TSP. Complete **either** Item 6 **or** Item 7.

Item 6, Percentage of Basic Pay per Pay Period. You may contribute up to the limits specified in the table below (but not exceeding the Internal Revenue Code (IRC) annual elective deferral limit). If you specify a percentage, your contribution amount will automatically increase when you receive a pay raise.

	TSP Limit		IRC Limit
	FERS	CSRS	
For Pay Periods Beginning:			
Through December 2005	15%	10%	\$14,000
January 2006 and thereafter	TSP contribution limits eliminated		\$15,000

Item 7, Dollar Amount per Pay Period. The dollar amount you contribute cannot exceed the percentages shown above. You can contribute as little as \$1 per pay period. If you specify a dollar amount, it will not change until you submit a new Form TSP-1.

SECTION III Complete this section to stop your contributions. You may restart your contributions at any time.

Note: If you are a FERS employee, you may change the way your Agency Automatic (1%) Contributions are invested even if you are not contributing to your account. You can use the TSP Web site, the ThriftLine, or Form TSP-50, as described in "General Information" above.

SECTION IV You must complete this section.

**SECTION V
(To be completed
by personnel or
benefits office)**

In Item 12, enter the receipt date. This is the date that a **properly completed** form is received by the agency personnel office. If the form has not been properly completed, it should be returned to the employee.

In Item 13, enter the effective date of the election. Elections should be made effective no later than the first full pay period after receipt of a properly completed form.

Form TSP-1 (7/2005)
PREVIOUS EDITIONS OBSOLETE



DO YOU WANT MORE MONEY IN YOUR RETIREMENT?

The President signed Public Law 107-304, which permits eligible Thrift Savings Plan (TSP) participants who are age 50 or older to make tax deferred “catch-up” contributions from their basic pay to their TSP accounts. These contributions are a supplement to the participant’s regular employee contributions and do not count against either the statutory contribution percentage limitations or the Internal Revenue Code’s elective deferral limit. However, the catch-up contributions have their own annual limit and eligibility criteria. The annual TSP Catch-up contribution limit is \$2000 in 2003; \$3000 in 2004; and \$4000 in 2005. In 2006 and thereafter, this amount will be subject to increases to reflect inflation.

ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TSP CATCH-UP CONTRIBUTIONS

Catch-up contributions are made by payroll deductions. To be eligible to make contributions, TSP participants must:

- Be in a pay status.
- Be contributing either the maximum TSP contribution percentage or an amount which will result in his or her reaching the elective deferral limit by the end of the relevant year.
- Be at least 50 years old in the year the catch-up contributions are made (even if the participant’s birthday is December 31 of that year).

Employees who are within the six-month non-contribution period following receipt of a financial hardship in-service withdrawal are not eligible to make contributions.

IMPORTANT INFORMATION CONCERNING THE TSP CATCH-UP CONTRIBUTIONS

Catch-up contribution elections are not subject to the open season rules, and more than one election may be made in any given year (so long as the annual catch-up limit is not exceeded). Furthermore, Catch-up contributions are not eligible for matching contributions.

There are no Agency Automatic (1%) Contributions associated with catch-up contributions. Also, your Catch-up contributions will be invested in your account based on the most current contribution allocation on file with the TSP Board.

Catch-up contribution elections are made based on a requested whole dollar amount. Contributions will be deducted from the participant’s basic pay each pay period until: (1) the annual catch-up limit is reached; or (2) the calendar year ends; or (3) the participant elects to stop the contribution. Employees must make a new election each year because the annual limit changes.

WHEN CAN YOU MAKE YOUR TSP CATCH-UP CONTRIBUTION ELECTION?

The MSC MSFSC Payroll system is ready to process TSP Catch-up contribution elections.

HOW TO ENROLL IN TSP CATCH-UP CONTRIBUTIONS

Submit a paper TSP-1-C (TSP Catch-up Contribution Election Form) to start or make catch-up contribution changes to DON, MSC MSFSC N17, ATTN TSP, PO BOX 120, VA BEACH VA 23458-0120. Do not send TSP-3, Designations of Beneficiary, to MSC. Mail TSP-3 forms directly to the TSP SO; the address is listed on the back of the form.

Whether you make a TSP open season or catch-up contribution election it is important to review your LES after the effective date of your TSP change to ensure that the change is properly reflected. It is incumbent upon each employee to take responsibility for the deductions reported on their LES.

Questions Regarding This Bulletin. Additional information about the subject of this bulletin is available at the MSC Web site at <http://www.msc.navy.mil/msfsc/>

If you have any questions about this bulletin, call the Customer Support Center at (800) 793-5784 between 8:00 a.m. and 8:00 p.m. Eastern time, Monday through Friday, excluding holidays. You may also send your email questions to civmar@marinerssupport.com.



THRIFT SAVINGS PLAN CATCH-UP CONTRIBUTION ELECTION

TSP-1-C

Use this form to start, stop, or change your election to make "catch-up" contributions to your TSP account. You are eligible to make catch-up contributions **if you are age 50 or older** (or if you will become age 50 during the calendar year for which you are making this election), **and** you are already contributing either the maximum TSP contribution percentage or a dollar amount which will result in reaching the IRS elective deferral limit by the end of the year. (See back of form.) Catch-up contributions will be taken from your basic pay each pay period; they are in addition to your regular TSP contributions.

Before completing this form, read the information on the back. Type or print all information. **Return the completed form to your agency.**

Note: Your catch-up contributions will be invested according to your most recent contribution allocation. (See instructions on the back.)

I. INFORMATION ABOUT YOU

1. Name (Last) _____ (First) _____ (Middle) _____

2. Street Address _____ City _____ State _____ Zip Code _____

3. Social Security Number _____ 4. () _____ Daytime Phone (Area Code and Number) _____

5. DON, MSC, MSFSC N17 _____ DOB: _____
Office Identification (Agency and Organization)

II. START OR CHANGE YOUR CATCH-UP CONTRIBUTIONS

(You must be in pay status. See back of form.)

To start or change your catch-up contributions, complete Items 6, 7, and 8. Use a whole dollar amount. (See additional instructions on the back of the form.)

6. ☐ I elect to contribute \$ _____ .00 per pay period. This election will continue until:
- the end of the calendar year; or
 - I reach the annual limit for catch-up contributions; or
 - I submit a new election to stop or change these contributions.

I certify that I have already elected to make regular TSP contributions up to the maximum amount allowed by the IRS and TSP plan rules. I understand that my catch-up contributions are in addition to my regular TSP contributions.

7. Participant's Signature _____ 8. Date Signed (mm/dd/yyyy) _____

III. STOP YOUR CATCH-UP CONTRIBUTIONS

To stop your contributions, complete Items 9, 10, and 11.

9. ☐ I want to stop making catch-up contributions to my TSP account. I understand that I must make a new election to resume these contributions.

10. Participant's Signature _____ 11. Date Signed (mm/dd/yyyy) _____

IV. FOR EMPLOYING OFFICE USE ONLY

12. 170-62381 _____ 13. Receipt Date (mm/dd/yyyy) _____ 14. Effective Date (mm/dd/yyyy) _____

15. Signature of Agency Official _____ NEW HIRE DATE: _____

PRIVACY ACT NOTICE. We are authorized to request this information under 5 U.S.C. chapter 84. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your account. We will use the information you provide on this form to process your TSP election. This information may be shared with other Federal agencies for statistical, auditing, or archiving purposes. In addition, we may share the information with law enforcement agencies investigating a violation

of civil or criminal law, or agencies implementing a statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries, and their attorneys. We may also disclose relevant portions of the information to appropriate parties engaged in litigation. You are not required by law to provide this information, but if you do not provide it, we will not be able to process your request.

ORIGINAL TO PERSONNEL FOLDER
Provide a copy to the employee and to the payroll office.

Form TSP-1-C (7/2005)

INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

Catch-up contributions are in addition to your regular TSP contributions. Therefore, if you are not already contributing the maximum amount allowed (according to TSP and/or IRS elective deferral limits) through your regular TSP contributions, you must elect to contribute the maximum amount before you are eligible to make catch-up contributions. This catch-up election **will not** affect your regular TSP contributions.

You may start, stop, or change your catch-up contributions at any time. Your election will stay in effect subject to the conditions in Section II below. You must make a new election for each calendar year.

You do not receive matching contributions from your agency for any catch-up contributions.

Your catch-up contribution election will be effective no later than the first full pay period after your agency receives it. Contributions will be invested according to your most recent contribution allocation. If you wish to change your contribution allocation, you may do so on the TSP Web site at www.tsp.gov, the ThriftLine at 1-877-968-3778 (outside the U.S. and Canada, call 404-233-4400), or Form TSP-50, Investment Allocation.

SECTION I

Complete all items in this section.

SECTION II

The IRS limits for catch-up contributions are **\$4,000 in 2005** and **\$5,000 in 2006**. Thereafter, the amount will be adjusted for inflation in increments of \$500. Check the TSP Web site, www.tsp.gov, for updated information.

Deductions will be made from your basic pay in the dollar amount you indicate. However:

- (1) Catch-up contributions will stop when you have reached the maximum allowable dollar amount for the calendar year.
- (2) The catch-up contribution amount you specified cannot exceed the amount of your pay after all other required deductions have been made. (Required deductions include regular TSP contributions and TSP loan payments.)
- (3) Your catch-up contributions will **not** continue into the next calendar year.

You are not eligible to make catch-up contributions if you are in nonpay status or if you are ineligible to make TSP contributions because you have made a financial hardship in-service withdrawal within the last 6 months. If you have elected to make catch-up contributions and you subsequently enter a noncontribution period, deductions will stop. Contributions will **not** restart automatically. You must make a new election when your noncontribution period ends.

You may stop your catch-up contributions at any time by submitting a new Form TSP-1-C to your agency indicating that you want your election to stop. (See Section III.)

You must sign this section or your request to start or change your catch-up contributions will be rejected.

SECTION III

If you choose to stop your catch-up contributions, you must complete and sign this section. Your election should be effective the first pay period after your agency receives it. You can restart your catch-up contributions at any time, subject to the conditions above.

SECTION IV

In Item 13, enter the receipt date. This is the date that a **properly completed** form is received by the agency personnel office. If the form has not been properly completed, it should be returned to the employee.

Form TSP-1-C (7/2005)

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A17: Union Representation

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DEPARTMENT OF THE NAVY
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29 March 2006

MEMORANDUM

From: Director, Human Resources and Manpower
To: All MSC Civil Service Mariners

Subj: FAILURE TO MAINTAIN A REGULAR WORK SCHEDULE

1. As you know proper manning and readiness of our vessels is of paramount importance especially in light of the vital role that MSC plays supporting the battlegroups and the current fight against terrorism. Availability of CIVMARs for assignment on a regular basis enables MSC to successfully accomplish our primary mission. Without it we put the agency and the nation at risk.
2. With that being said, you should be able to recognize the need on us as a conscientious employer, to monitor a mariner's ability to maintain a regular work schedule when he/she is not available for sea duty over a prolonged period of time.
3. Accordingly, upon issuance of this notice, mariners who fail to maintain a regular work schedule can be subject to disciplinary action up to and including removal. Employee's individual situations will be examined on a case to case basis and may be classified as unable to maintain a regular work schedule if they fall into either of the below categories:
 - a. Unable to clear medical for over six months from last availability for sea duty.
 - b. Prematurely detached for medical reasons prior to completing a normal four month tour more than once in a 12 month period due to a medical condition.
4. In some cases, you may have a medical condition that may qualify you for a disability retirement. Should this be the case, feel free to contact my Employee and Labor Relations staff directly at (757) 417-4277 or 4293.
5. If you feel you have a personal problem which may be affecting your job performance, conduct or work schedule, you may obtain confidential counseling through the Civilian Employee Assistance Program (CEAP). If you would like information concerning CEAP, contact Marilyn Garced at (757) 417-4276 or via email at marilyn.garced@navy.mil

PHYLLIS B. SPANO



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